folio

TEDimen
SOFTWARE

Conventions used in the Manual

Keys on the computer's keyboard –
the key marked W is referred to as **W**;
the key marked RETURN is referred to as **RETURN**;
the space bar on the keyboard is referred to as **SPACE**.

Function key operations indicated on the key strip –
the undo function assigned to **f0** is referred to as **undo**;
the look up function assigned to **f1** is referred to as **look up**.

Text appearing on the screen –
is shown in *italics*

References to other sections of the Manual –
are printed in the **Plantin** typeface.

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Folio was designed by Chris Page, Philip Smith and Robert Wills, and produced by Tedimen Software.

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Printed in Great Britain by Repro Workshop, Caker Stream Road, Alton, Hants.

Analytical Index

Starting Folio –
is usually accomplished by auto-booting the disc (p. 2) unless Folio has been incorporated into a "Tool Box" with other programs which use a "Master Menu" (**Finish By** pp. 57–59).

The Folio Environment –
has been designed to be simple but unobtrusive. The Menu screen at the heart of the system can always be called by pressing **ESCAPE**. This is usually presented on start up but can be skipped to simplify Folio even further (**Start With** pp. 54–56).

Writing with Folio –
is begun by pressing **W** from the Menu screen and then selecting a layout for your work (p. 4). As you type, your words are automatically wrapped (p. 6) into a series of "Joined lines" (p. 7). The **RETURN** key is only used to start new paragraphs and marks a line as not joined to the one below (p. 8). The pen can be moved over the area of the page currently visible by using the arrow keys (p. 9) but to see other parts of the page, the **look up** and **look down** functions are required. The display shows the layout of your work exactly as it would appear on paper with the layout of an entire page being illustrated by the page icon (pp. 4–5).

Several facilities are provided to allow Folio to be used with very young children. The page icon, coupled with the half line display at top and bottom, lessen the impact of the text disappearing off the screen. The more advanced features can be hidden until they are required (p. 5, pp. 51–53). Whole words or phrases can be entered with a single press from an overlay keyboard, and the **undo** facility (p. 12) builds confidence and encourages exploration by always allowing the effect of the last keystroke to be undone.

As confidence grows, Folio's advanced facilities can be revealed. The **leap** command allows efficient movement through the text, locating words in an average of 4 keystrokes (pp. 19–20) while **learn** simplifies repetitive tasks such as counting words and "Search and Replace" (pp. 21–22). Other formats using different letter shapes can be introduced. For example, one of the cursive fonts could be used when looking at joined-up writing and one of the more stylish fonts could be used for a School Magazine (**Describe Formats** pp. 46–48).

Printing with Folio
can be as simple as pressing an area of an overlay keyboard (pp. 65–71). Usually, however, pressing [P] from the Menu screen (pp. 25–28) prints the entire document, whilst [CTRL] [COPY] prints a single page from inside Write (p. 12).

A wide range of formats are available. The text can be printed on the left or centred on the page in one of three sizes. Alternatively two or three columns of text can be printed across the page using the small-sized print. Full micro-justification is available using any one of the fonts provided (**Describe formats** pp. 46–48). Near Letter Quality print can be achieved by using Double or even Triple Strike modes (**Print Density** pp. 49–50).

The complexity of the formats can be hidden from the user who is offered the choice of three named formats. For example, selecting the News format on the Release Disc actually sets up small sized print in two columns on a 36 line page using the Bond Typeface and with justification On. The current format settings can be easily viewed and optionally changed by holding down [CTRL] and pressing [F] from the Menu screen.

Loading and Saving –
are carefully checked to help you avoid the common pitfalls. For example, when saving your work you may choose a name which has already been used on this disc. If this happens you will be asked to choose another name unless you had loaded that file to revise it. This prevents other work being lost accidentally.

During any file operation such as load, save or delete, you have access to the **Portfolio** (p. 30) which will list the files available and allow you to select one. The Portfolio also gives you access to Operating System star commands by pressing [*]. These are also available from the Menu screen.

Empty and Finish –
will inform you if any changes have been made since you saved your work. This gives you the opportunity to return to the Menu and save it before continuing.

The Control Menu –
provides access to a wide range of configuration facilities (pp. 41–42). Folio has been designed so that the program can be set up exactly as you require and the disc updated with the new configuration. This makes it appear extremely simple to a novice user whilst preserving the power and flexibility of the Folio Environment.

If you are a novice, enjoy the simplicity and ignore the yellow section!

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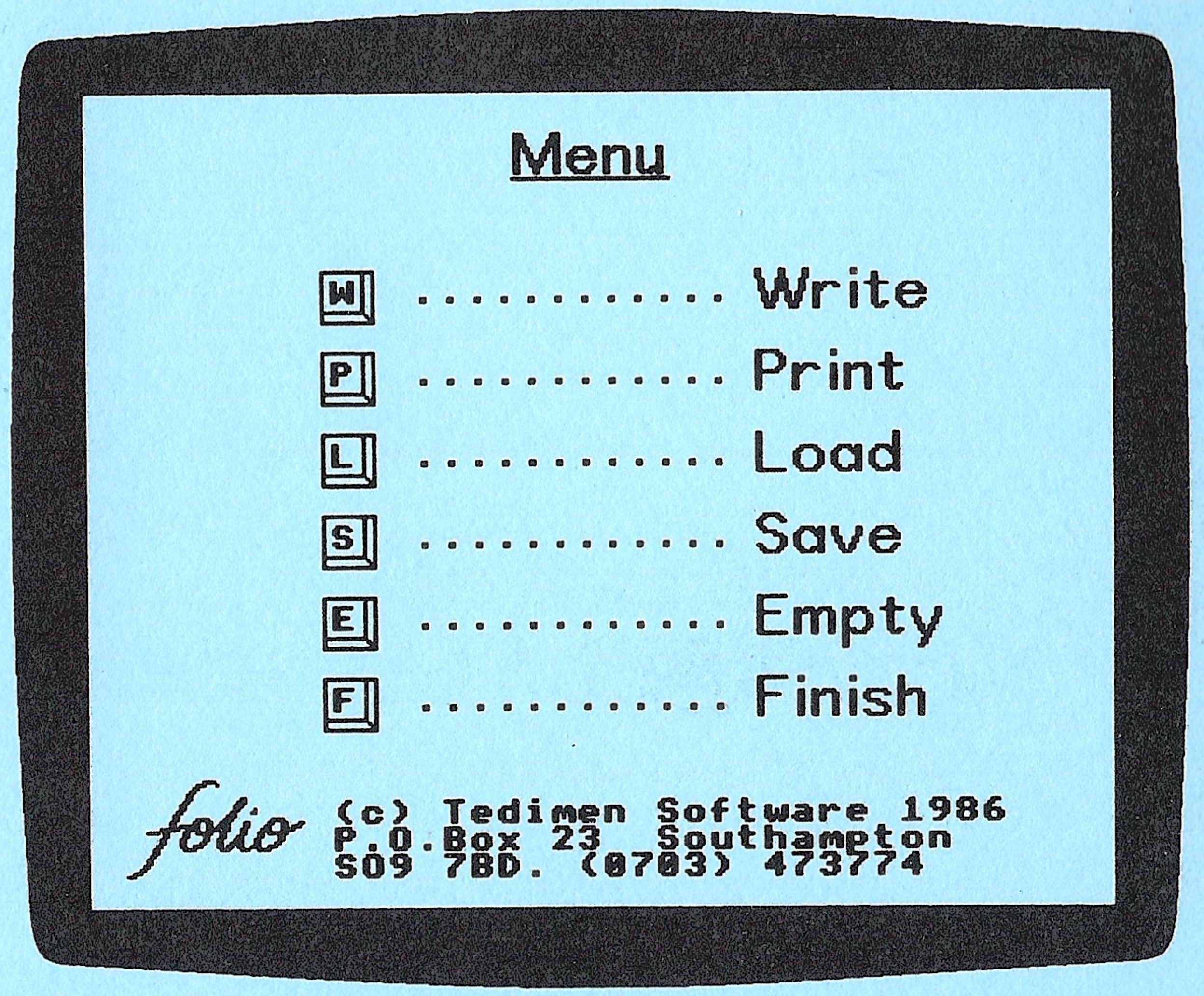
Menu

To start using Folio insert your disc into the disc drive, hold down the **SHIFT** key and press and release the **BREAK** key. This will display Folio's Main Menu screen (but see **Start With** pp. 54–56).



To return to the Menu at any time, press **ESCAPE**.

Press **ESCAPE** to return to the Menu at any time.

Additional Notes

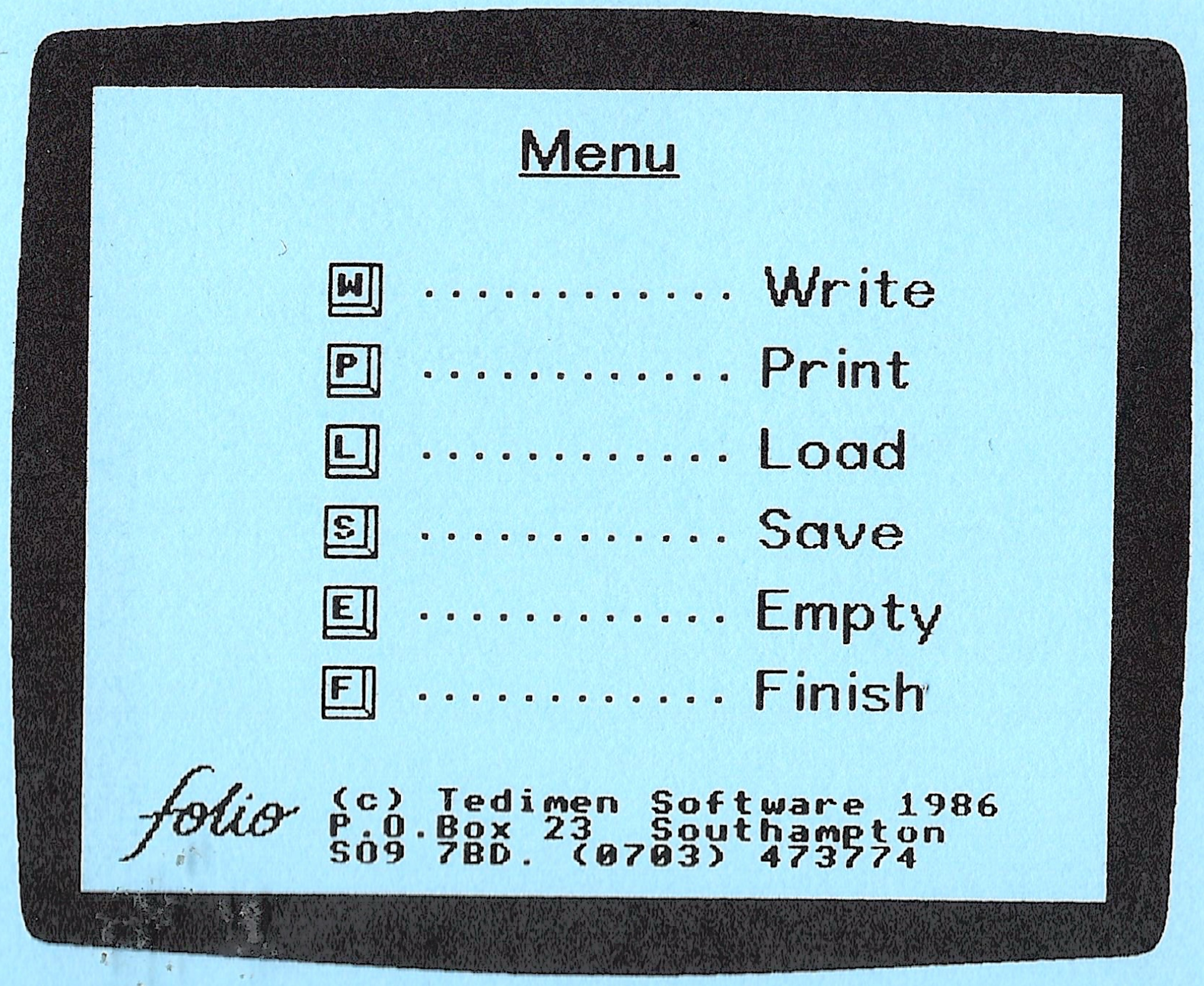
(1) An alternative selection method is provided for all "key top" screens. Pressing **SPACE** will move a highlight around the various options. When an option is highlighted it can be selected by pressing **RETURN**.

(2) Operating system "*" commands are accessible from the Menu screen by pressing *****.

(3) The command normally used to start Folio is "*F". This gives you access to all the facilities of Folio, including the ability to change the configuration as detailed in the yellow section of the manual. An alternative is to use "*F NoTab", which will not allow you to change the configuration (this may be desirable in a classroom situation). While running Folio, this can be reversed by typing "*F Tab" from the Menu.

(4) To see the way a Folio disc is configured without running the program, type "*F Status".

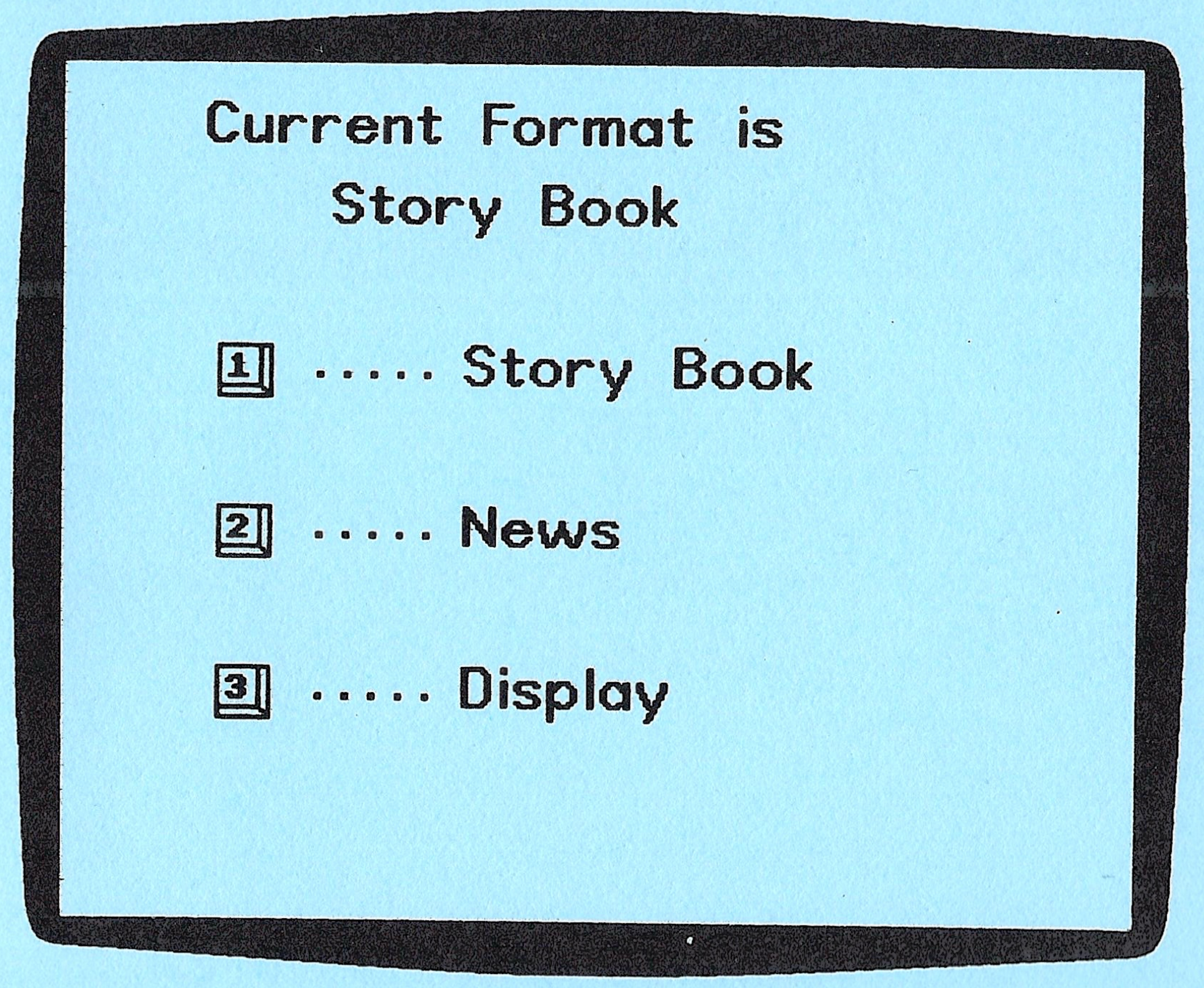
Write



To start writing, press **W** from the Menu screen.

Press **W**

If the memory is empty, you will be asked to select one of the available formats (but see **Starting Format** on pp. 54–56). A format is made up of details such as the number of lines on a page and the size and shape of the letters used. For example the *News* format uses 36-line pages in the Bond typeface, which is printed in 2 columns across the page. The formats available on the Release Disc are shown below.

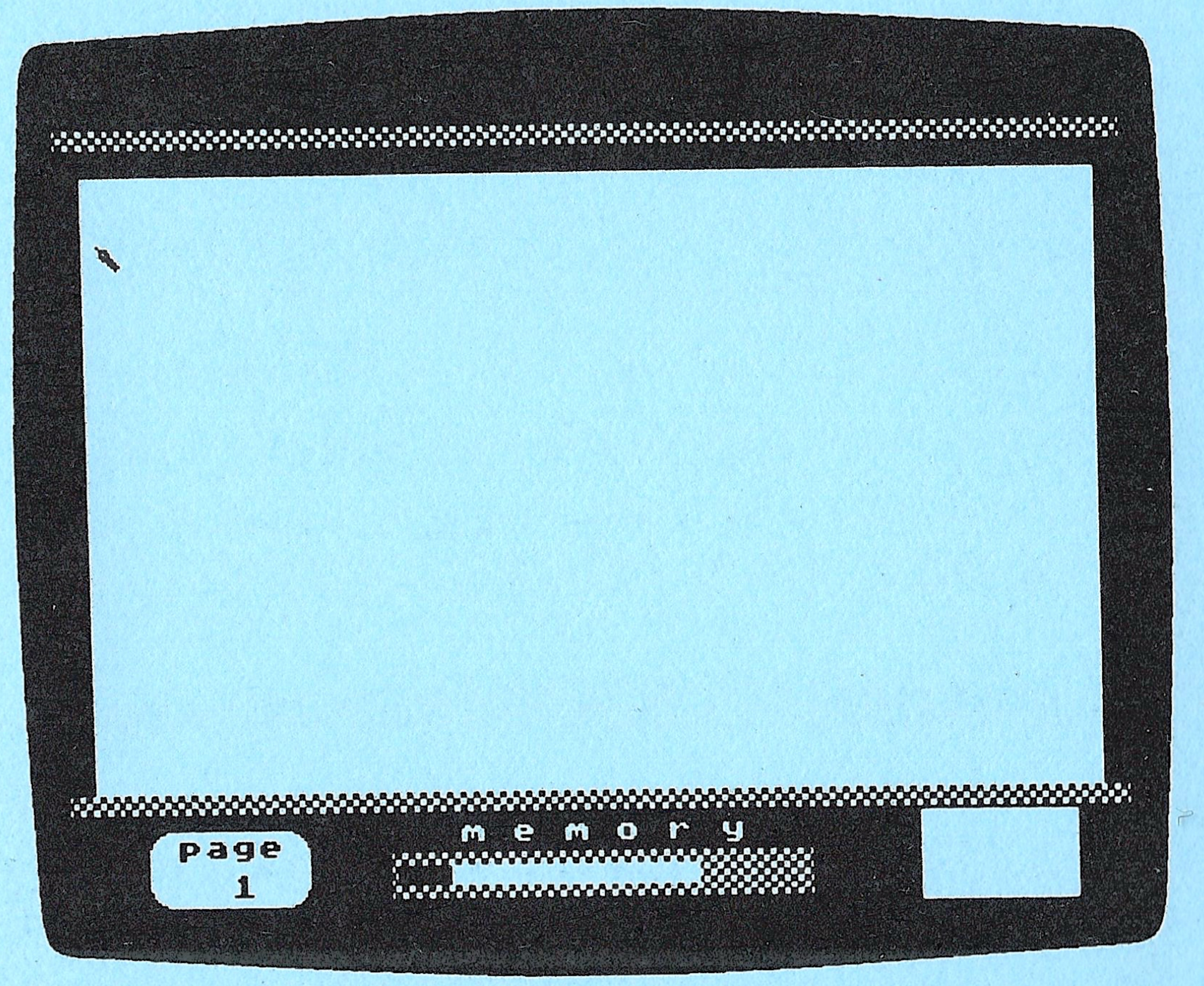


Formats are given names to simplify selection and because the exact details are not always relevant. Often the names reflect the activity which the format was designed for. If you are interested in seeing the full specifications or in setting up your own formats refer to **Describe Formats** pp. 46–48.

To select a format press the number key indicated. For example, pressing [1] selects the *Story Book* format that is used throughout the manual.

(It is possible to use more than three formats. See **Save Formats** pp. 57–59).

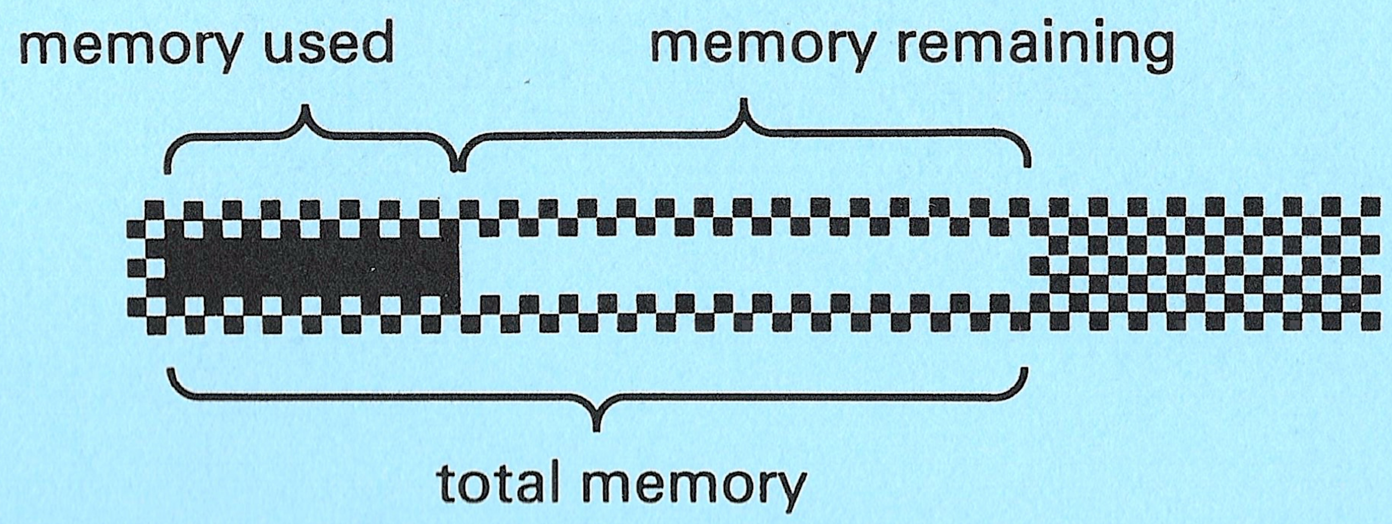
On selecting a format the display will show a blank page with a pen at the top left hand corner ready to start writing. You may return to the Menu at any time by pressing [ESCAPE].



In the manual we will often refer to the "current page", by which we mean the page which has the pen on it. For example, the number of the current page is indicated at the bottom left of the screen and the layout of the current page (as it would appear on paper) is illustrated at the bottom right by the page icon.

Write

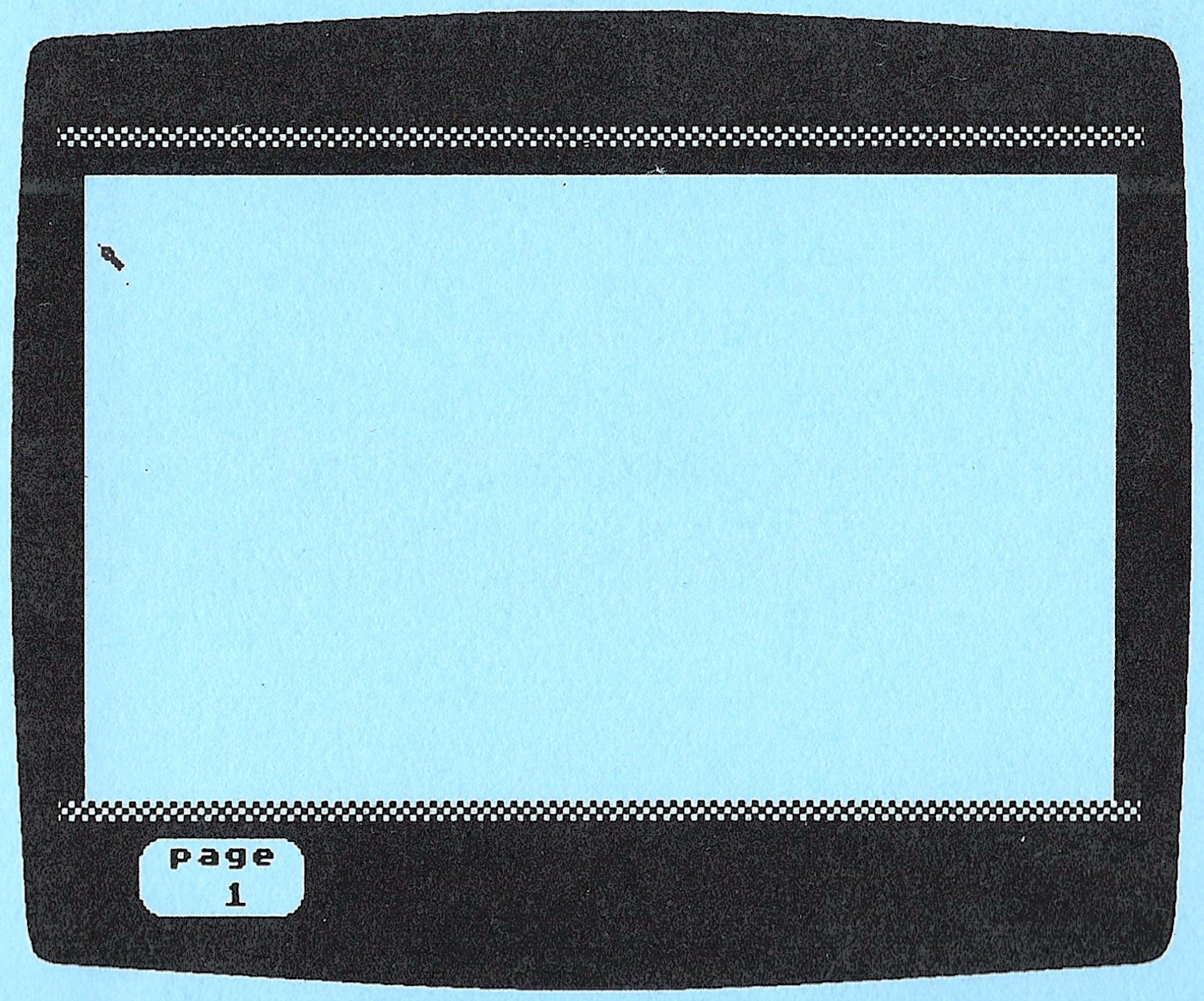
The memory icon allows you to see the amount of space the computer has available for your work. This will depend on the type of computer you are using, the size of the typeface, and whether you have a Concept Keyboard file installed (see pp. 62–64).



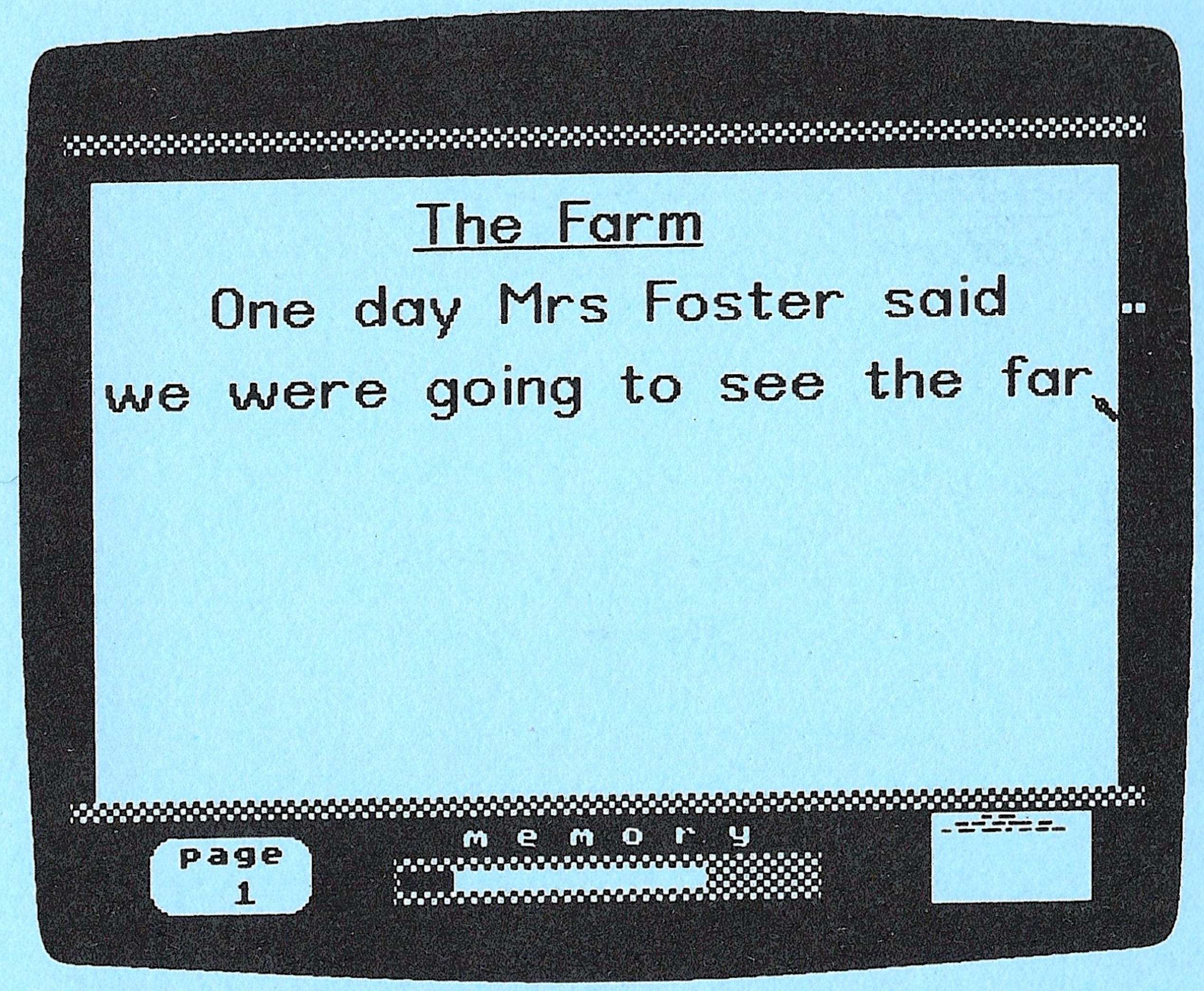
As Folio was designed to be used as an introduction to word processing, many of the more complex facilities can be "hidden" from the user (see pp. 51–53). One consequence of this is that some of the commands described in the manual may "beep" and have no effect. All commands that can be hidden are preceded by a black dot.

● indicates commands that can be hidden.
(see pp. 51–53 for a summary of these)

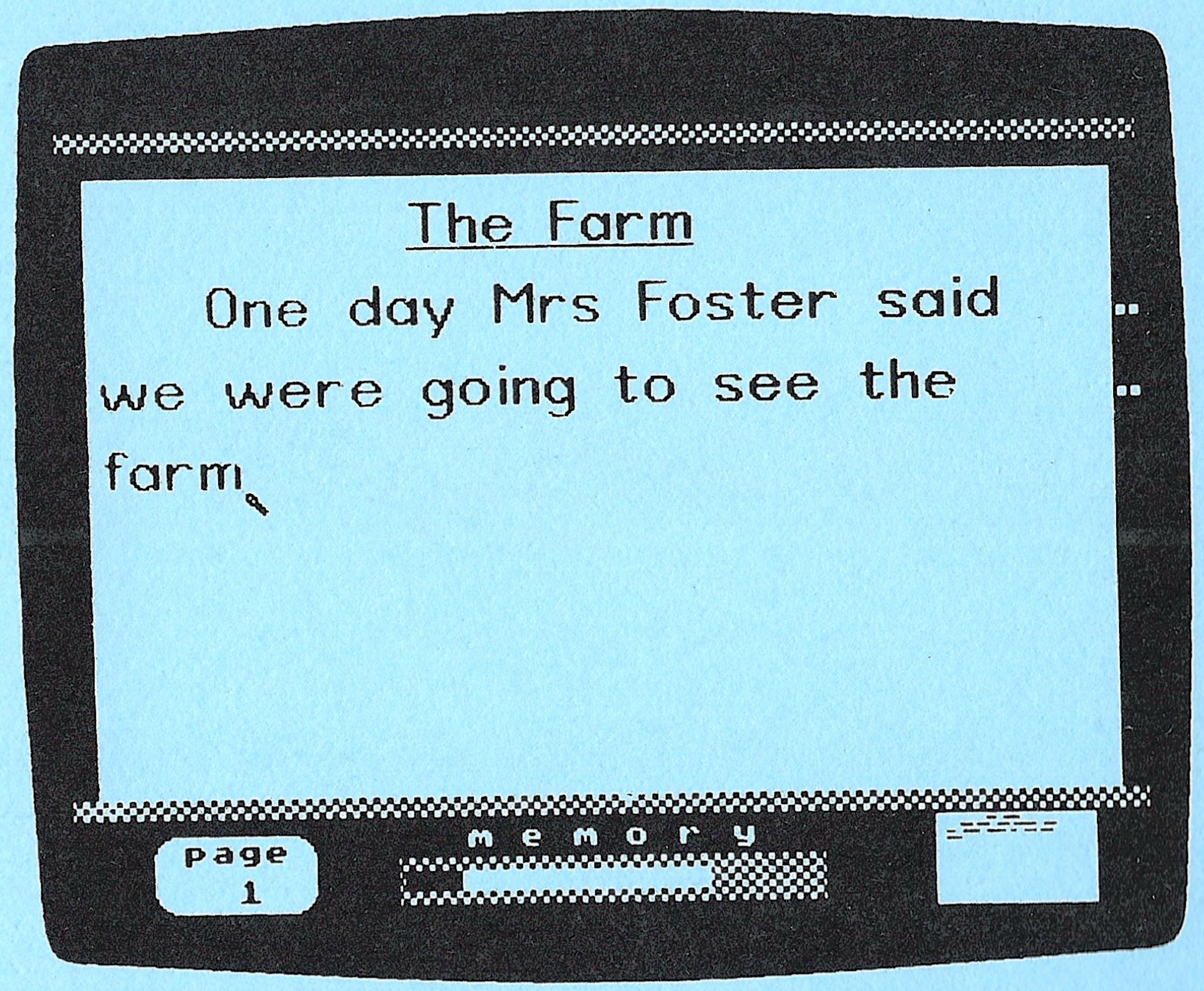
As an example, a simple environment suitable for very young children can be set up by hiding all but the most basic commands and not displaying the memory and page icons (to see this, load the file called "Simple 1" from the Release Disc).



As you type in your work, the words are automatically formatted to stop them being split across lines. For example, the screen below shows the situation before the *"m"* of *"farm"* is pressed.

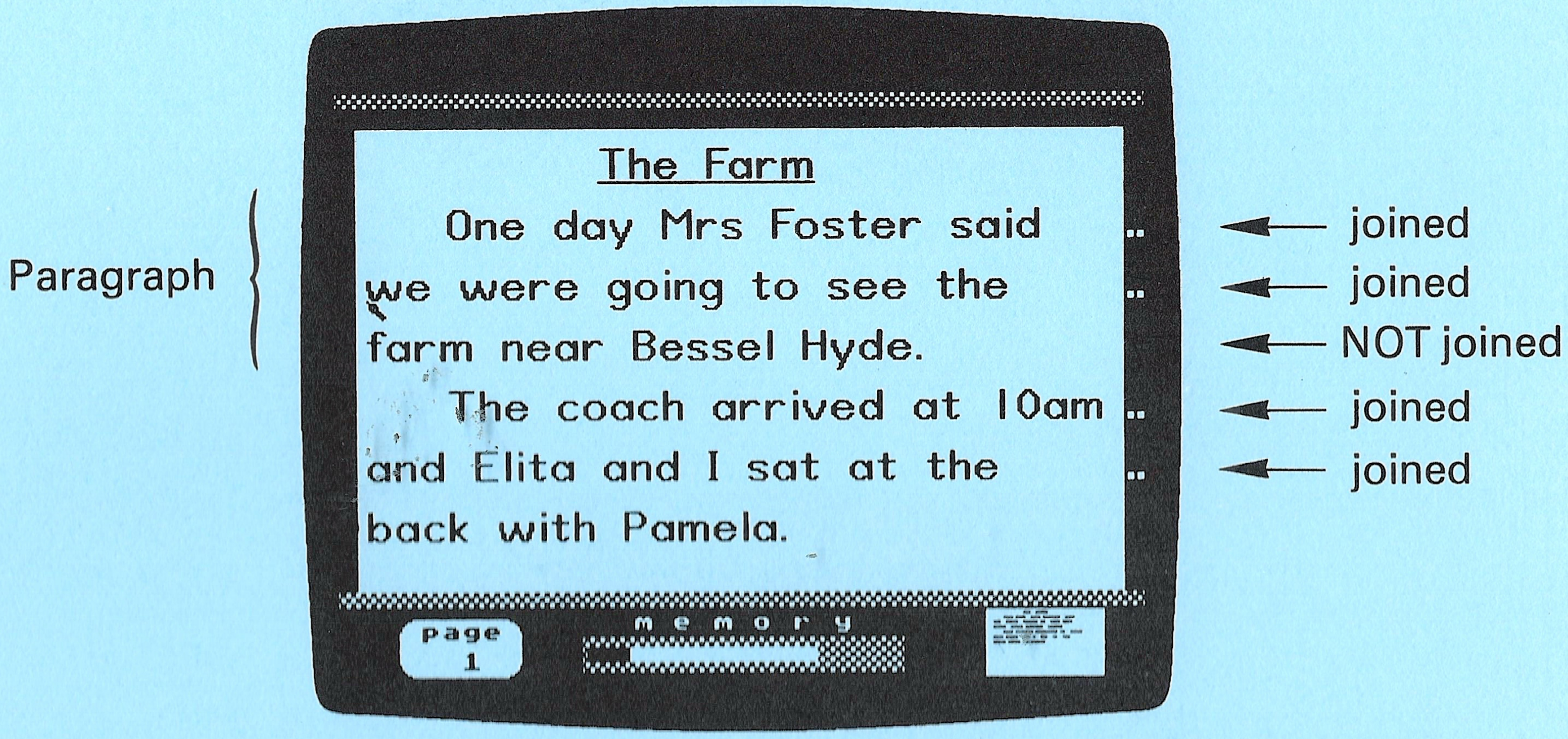


When the *"m"* is pressed, it will not fit on the line and so the *"far"* is rubbed out and *"farm"* is written on the line below. This is all done automatically by the program and is called "word wrap".

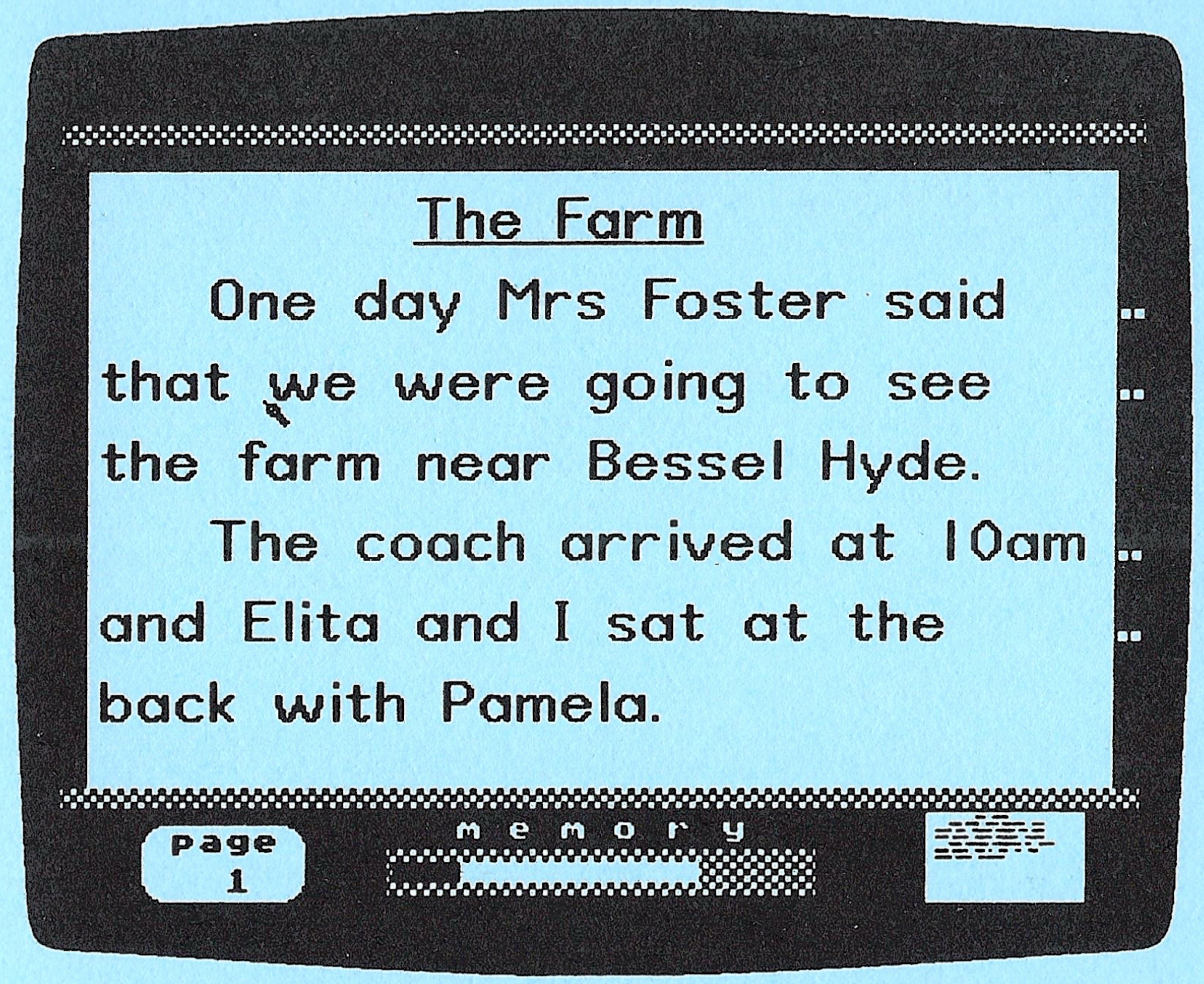


Write

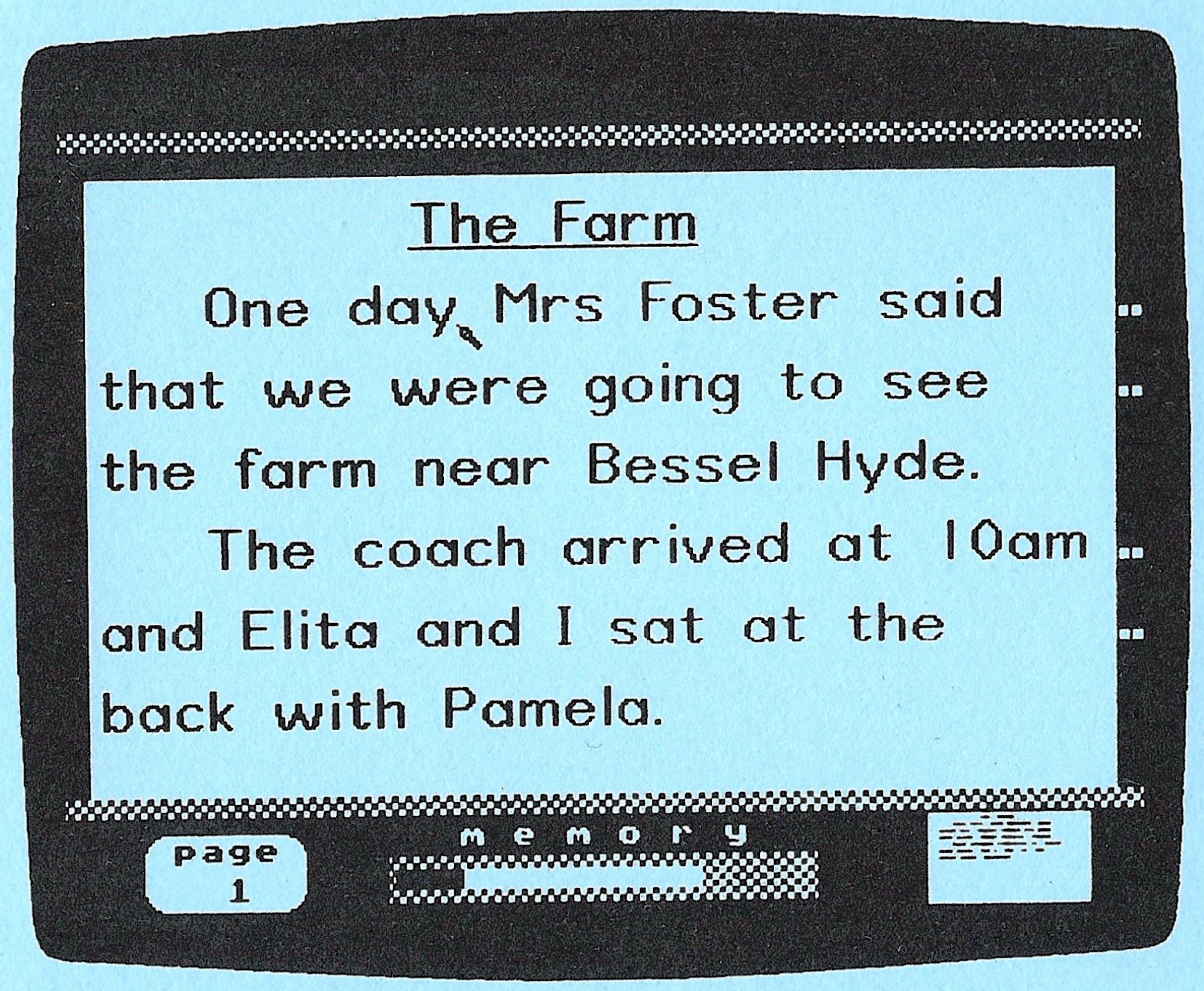
When the text is carried over onto the next line this is indicated by two dots on the right of the display. A line which has these two dots is called a "joined" line and a series of these joined lines form a paragraph.



When a word is inserted into a paragraph, the paragraph is reformatted. For example inserting *"that"* pushes the word *"the"* onto the next line.

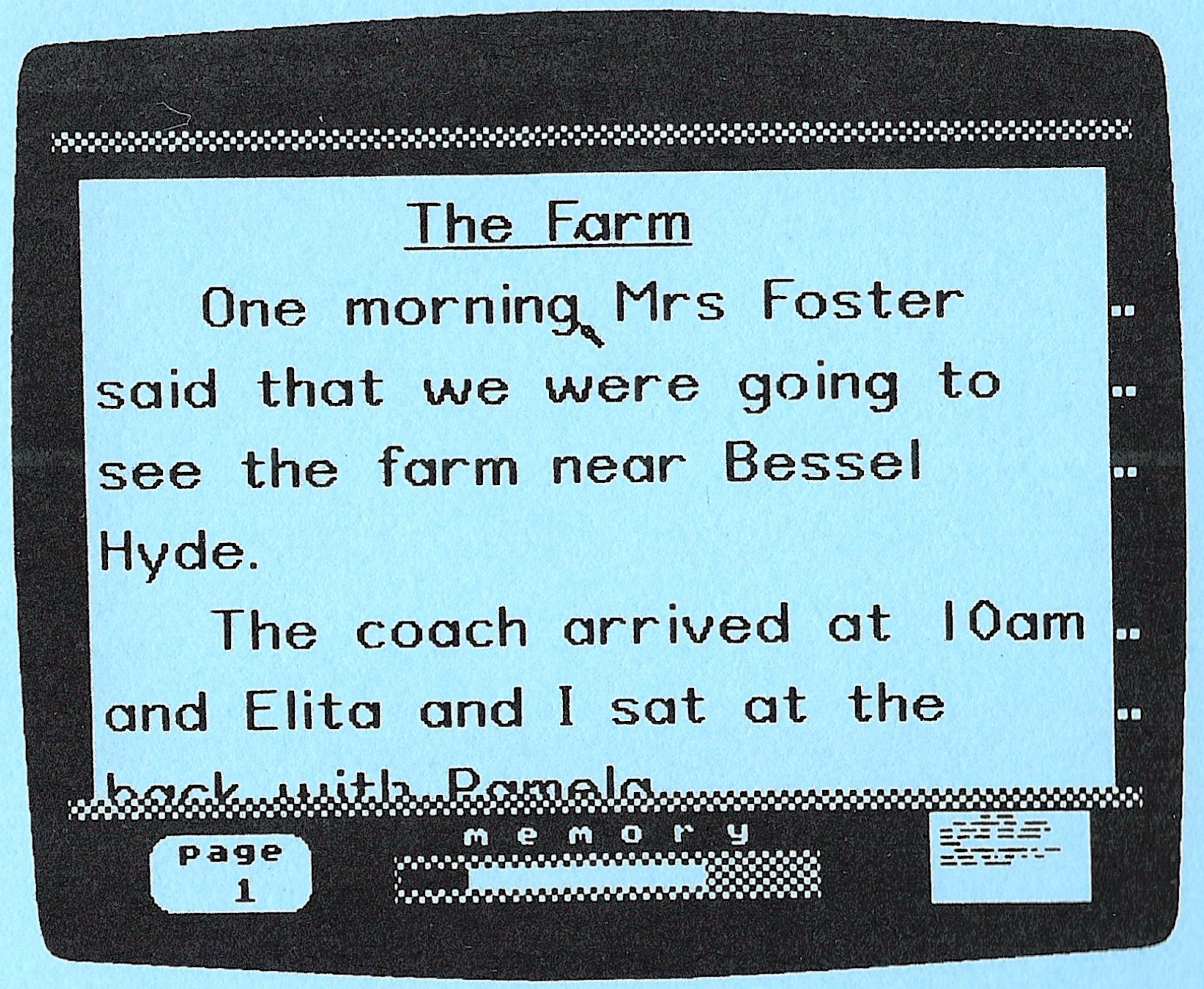


In contrast to the previous example, changing the word *"day"* to *"morning"* creates a new line for the word *"Hyde"*.



← NOT joined

The difference is accounted for by the absence of the "joined dots" to the right of *"Hyde"*. This marks the end of the first paragraph and was caused by **RETURN** being pressed after *"Hyde"* was typed. The **RETURN** key is used in this way to start a new paragraph when typing (see also **split**, p. 14).



Two types of movement are possible, pen movements and "paper" movements. Pen movements, performed by the arrow keys, are only used to move the pen over the part of the page currently visible on the screen.

Press [↑] to move the pen up one line.

Press [←] to move the pen one character to the left.

Press [→] to move the pen one character to the right.

Press [↓] to move the pen down one line.

To view other parts of the page, which are not currently visible, you will need to use **look up** [f1] and **look down** [f2].

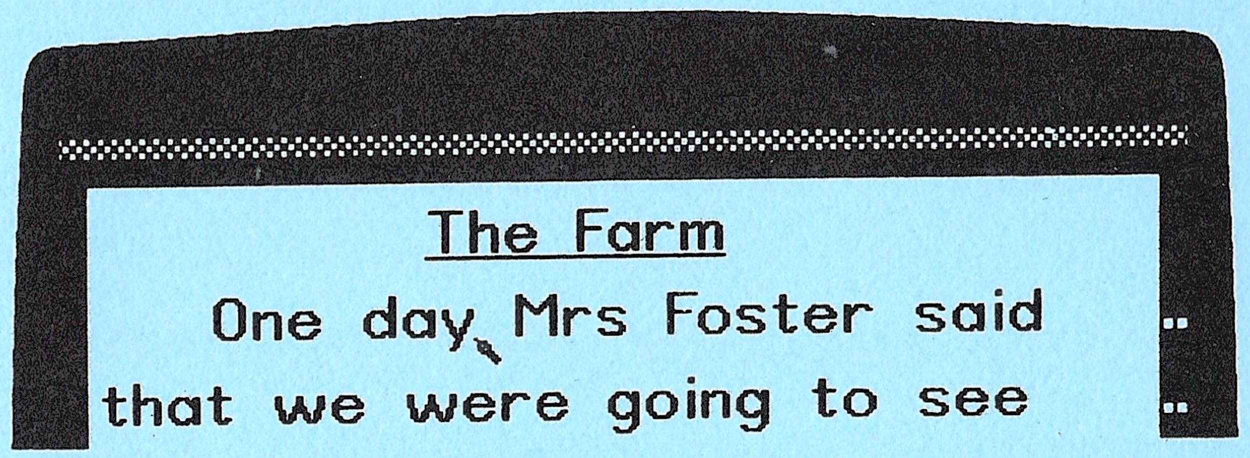
Press [f1] to look one line higher up the page

Press [f2] to look one line further down the page

As an illustration of how the text can be changed after it has been entered, let us look more closely at the example we have been using.

The title of the story was typed at the start of the first line as *"The Farm"*. After moving the pen back to before the *"T"* (by using the arrow keys), spaces were inserted (by pressing **SPACE**) to move the title to the centre of the page. Finally, the title was underlined by pressing the underline key once for each character (8 times).

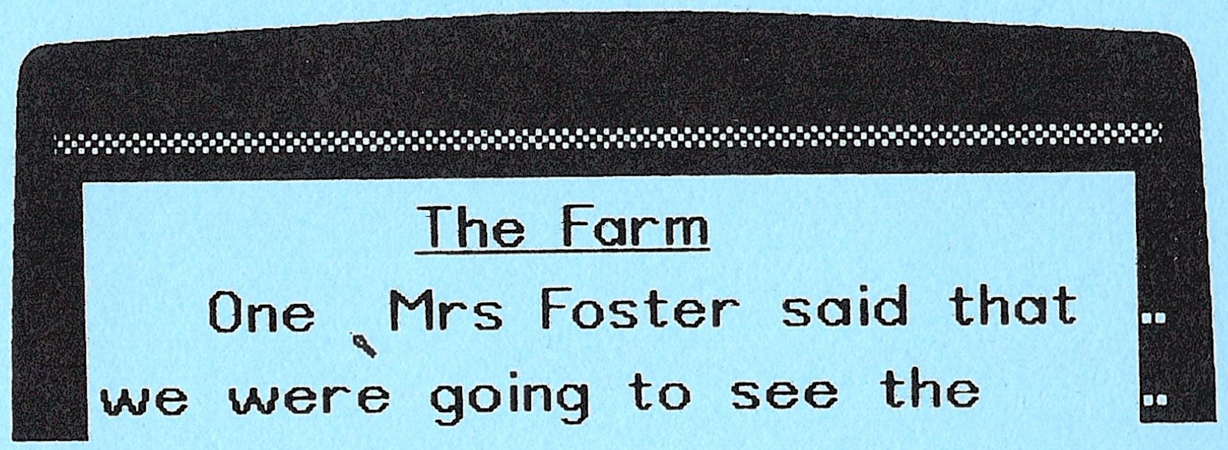
The correction made on page 8 involved moving the pen back to the position shown below (by using the arrow keys).



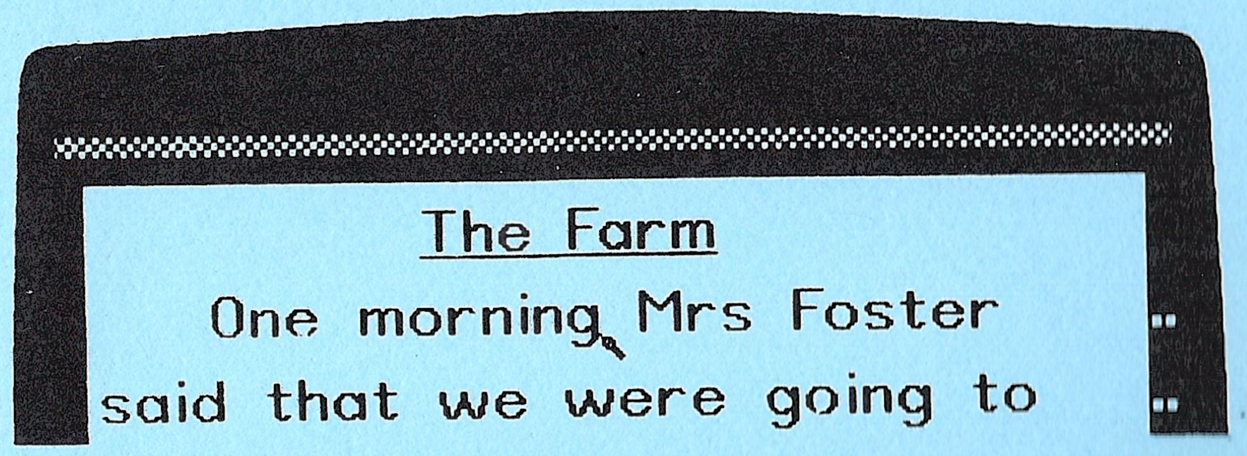
With the pen in this position the delete key can be used to rub out the word *'day'*.

Press **DELETE** to rub out the letter on the left of the pen.

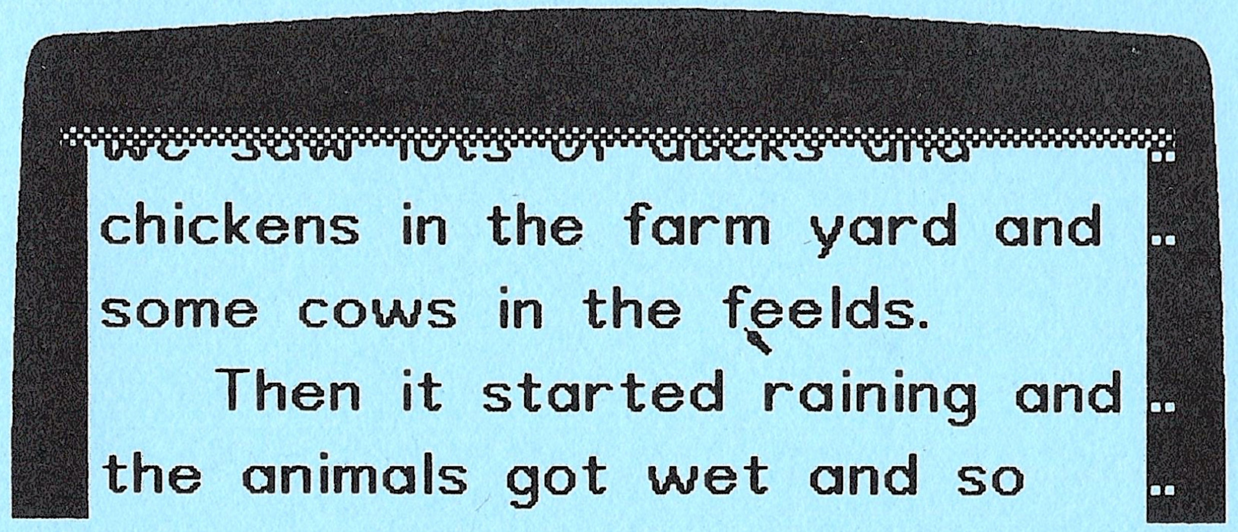
As each letter is deleted the remaining text is moved up, leaving the display as follows.



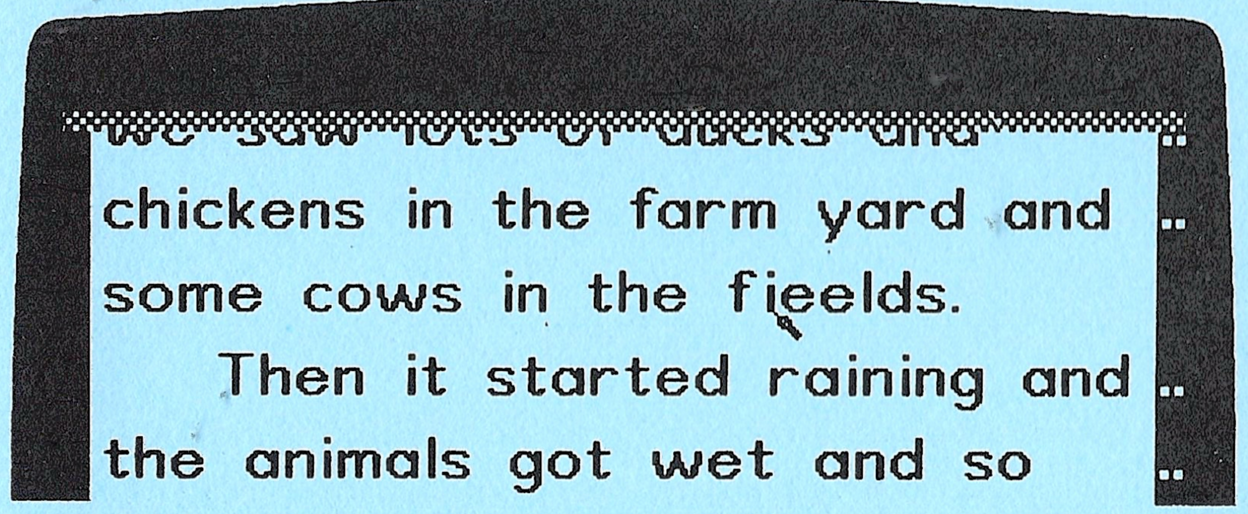
Finally the word *"morning"* can be entered. As the letter keys are pressed the letters are inserted where the pen is pointing, and all the text to the right is moved along.



It may sometimes be more convenient to rub out the letter to the right of the pen.

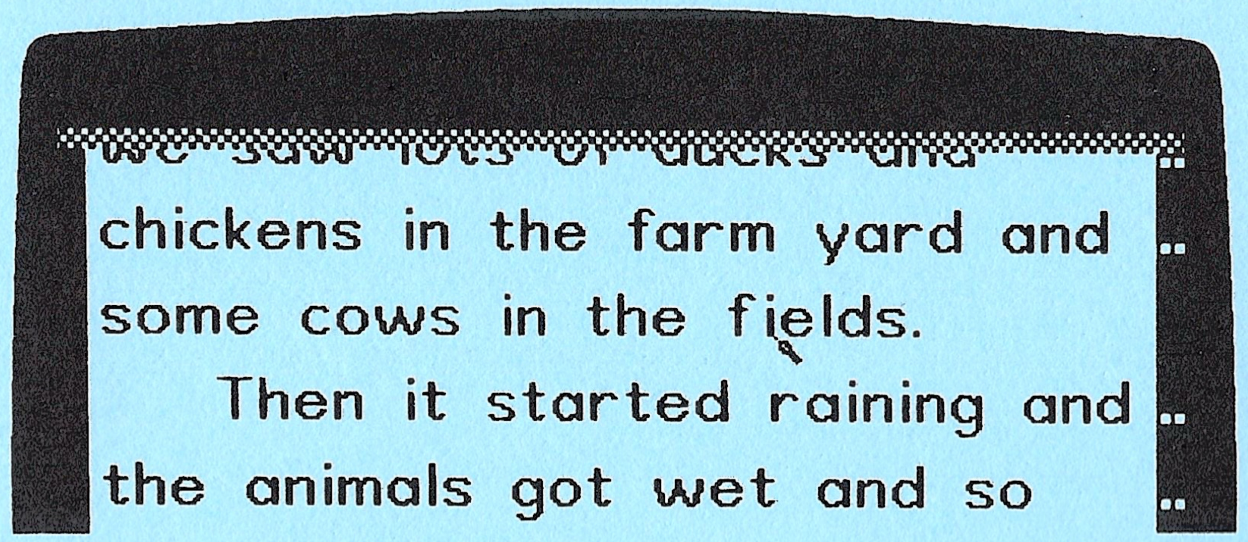


In the following example *"fields"* has been spelt incorrectly. To correct this move the pen to the position shown above. When **I** is pressed the letter is inserted between the *"f"* and the *"e"* (the position pointed to by the pen).



However this leaves the unwanted *"e"* on the right of the pen. This can be deleted by holding down **SHIFT** and pressing **DELETE**.

- Hold **SHIFT** Press **DELETE** to delete the character to the right of the pen.



(Note that pressing **DELETE** by itself would delete the character just entered, i.e. to the left of the pen.)

If at any time while you are writing, you press a key which does not have the effect you expected, use the **undo** facility (by pressing [f0]) to return exactly to where you were before that key was pressed.

Press [f0] To undo the last key press

The undo facility is most important when adopting an exploratory approach to Folio. Any command can be tried to see if it has the desired effect in the knowledge that pressing [f0] will undo any mistakes.

(Note that accidentally pressing [ESCAPE] or [BREAK] would return you to the menu and to continue writing you would need to press [W].)

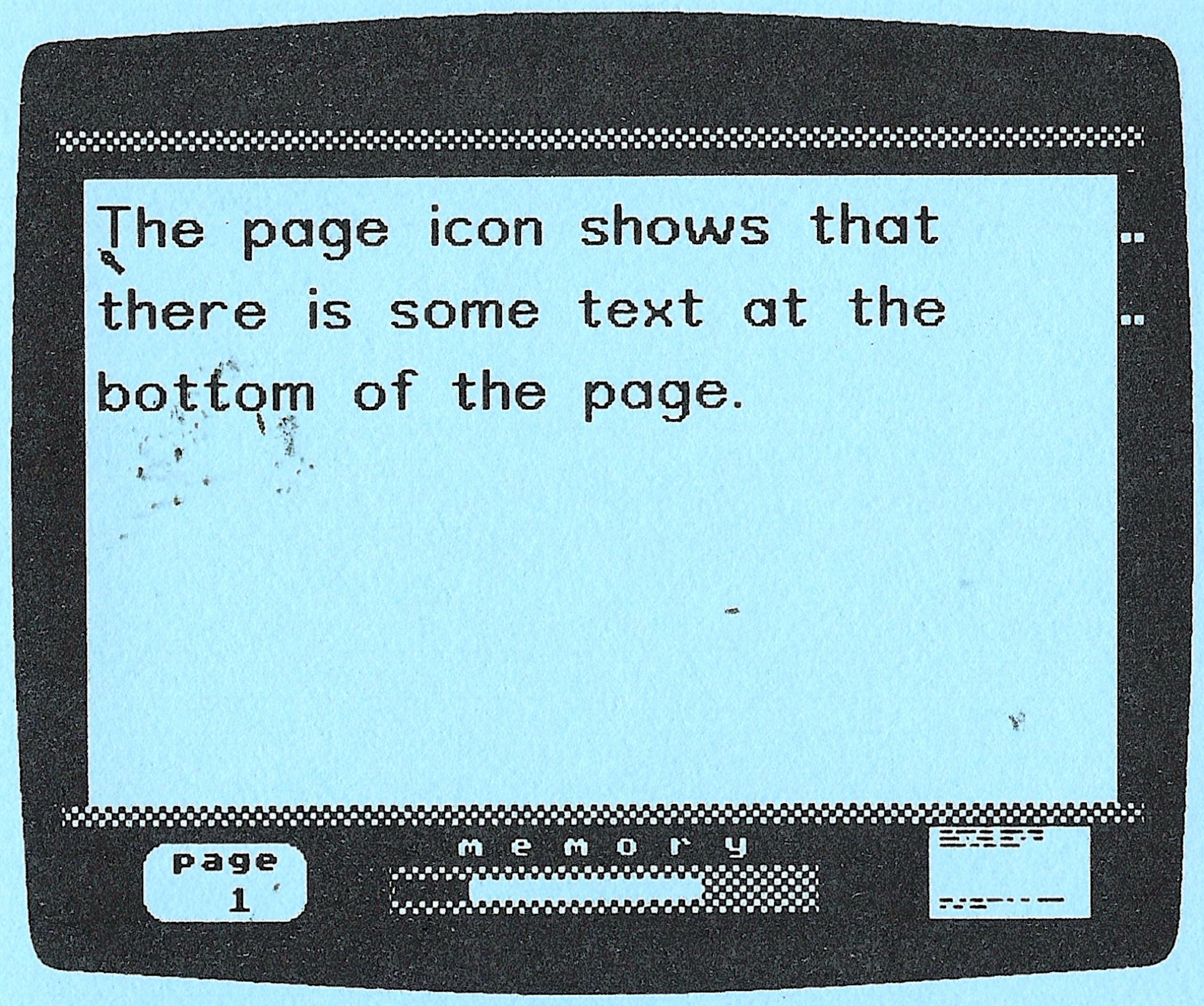
In its simplest form Folio can be used to write and print a single page without using the Menu system at all (see **Start With** pp. 57–59). The current page can be printed by holding down [CTRL] and pressing [COPY].

• Hold [CTRL] Press [COPY] To print the page with the pen on.

Printing a single page is also useful for reprinting pages, for example after spelling mistakes have been corrected.

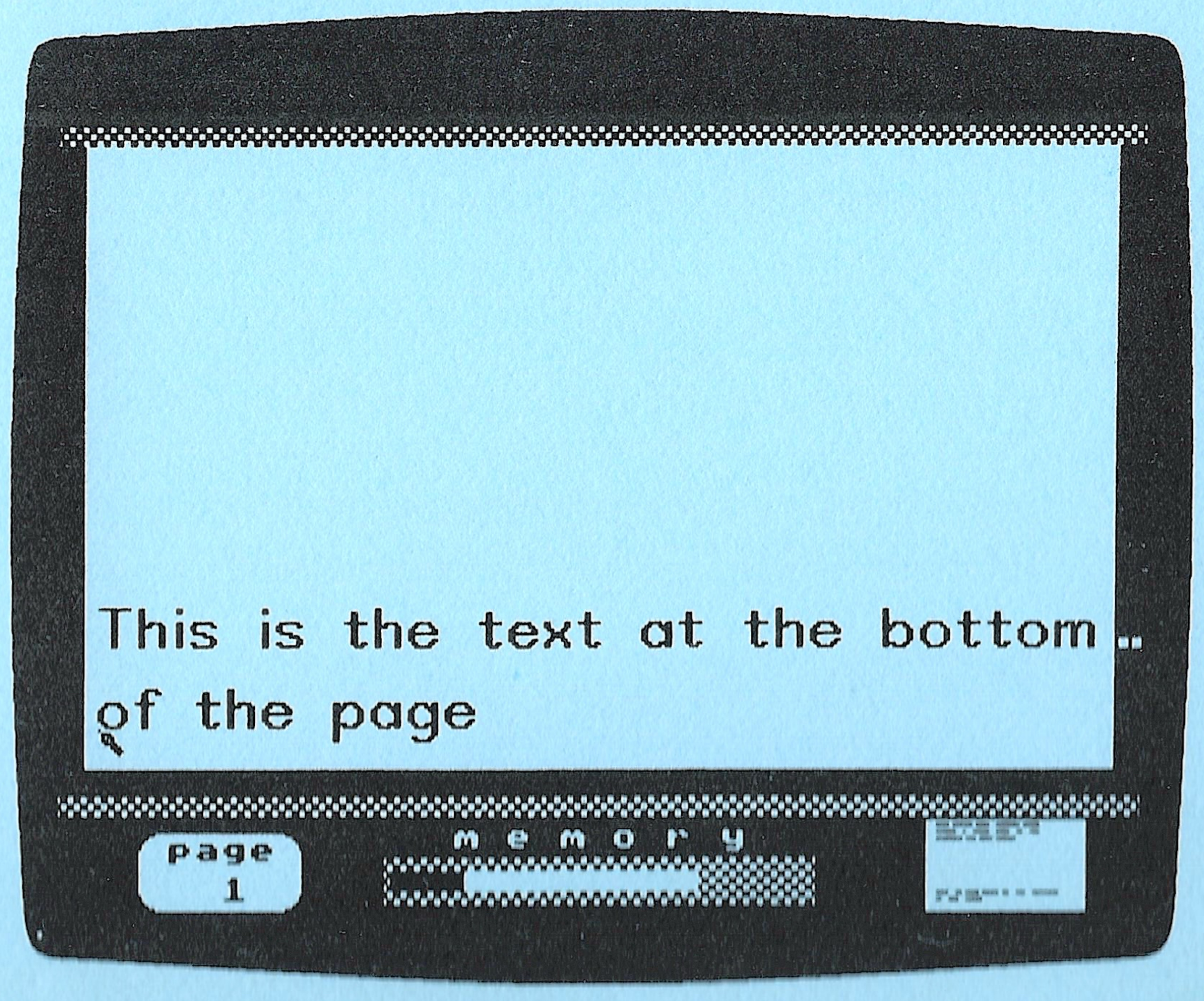
To display the top of the current page and move the pen to the start of the first line press [f4] (**top**). (Note that pressing [f4] (**top**) a second time will move to the top of the previous page.)

• Press [f4] to display the top of the current page



To display the bottom of the current page and move the pen to the start of the last line press [f5] (**bottom**). (Note that pressing [f5] (**bottom**) a second time will move to the bottom of the following page.)

• Press [f5] to display the bottom of the current page



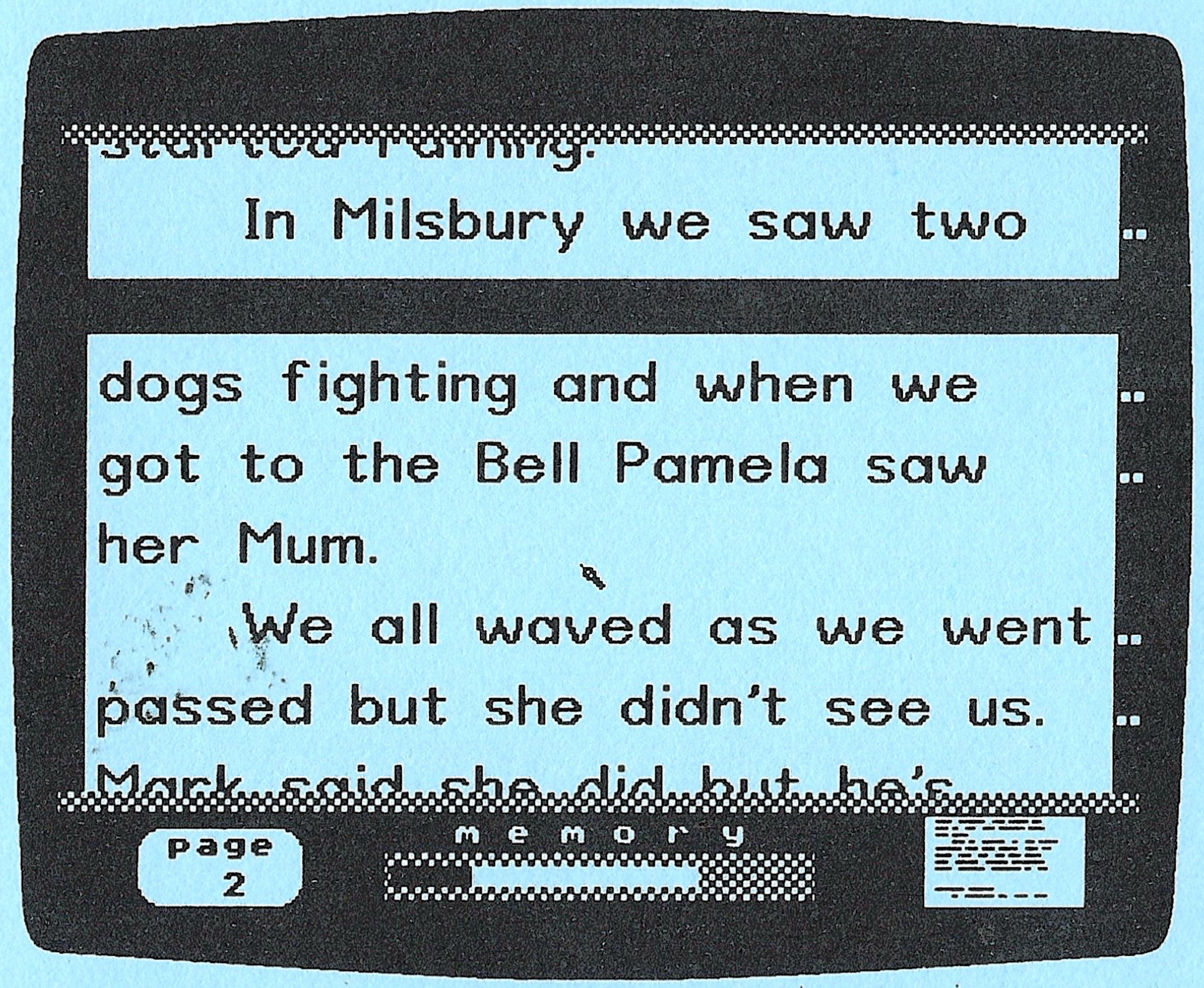
To divide your work into paragraphs after it has been entered use the **split** function. (To begin a new paragraph when typing, simply press RETURN).

For example, to start a new paragraph with *"In Milsbury . . ."* we first move the pen to the left of the character with which we want to begin the new paragraph (in this case the letter *"I"*), and press f7 (**split**).

- Press f7 to split the line where the pen is.

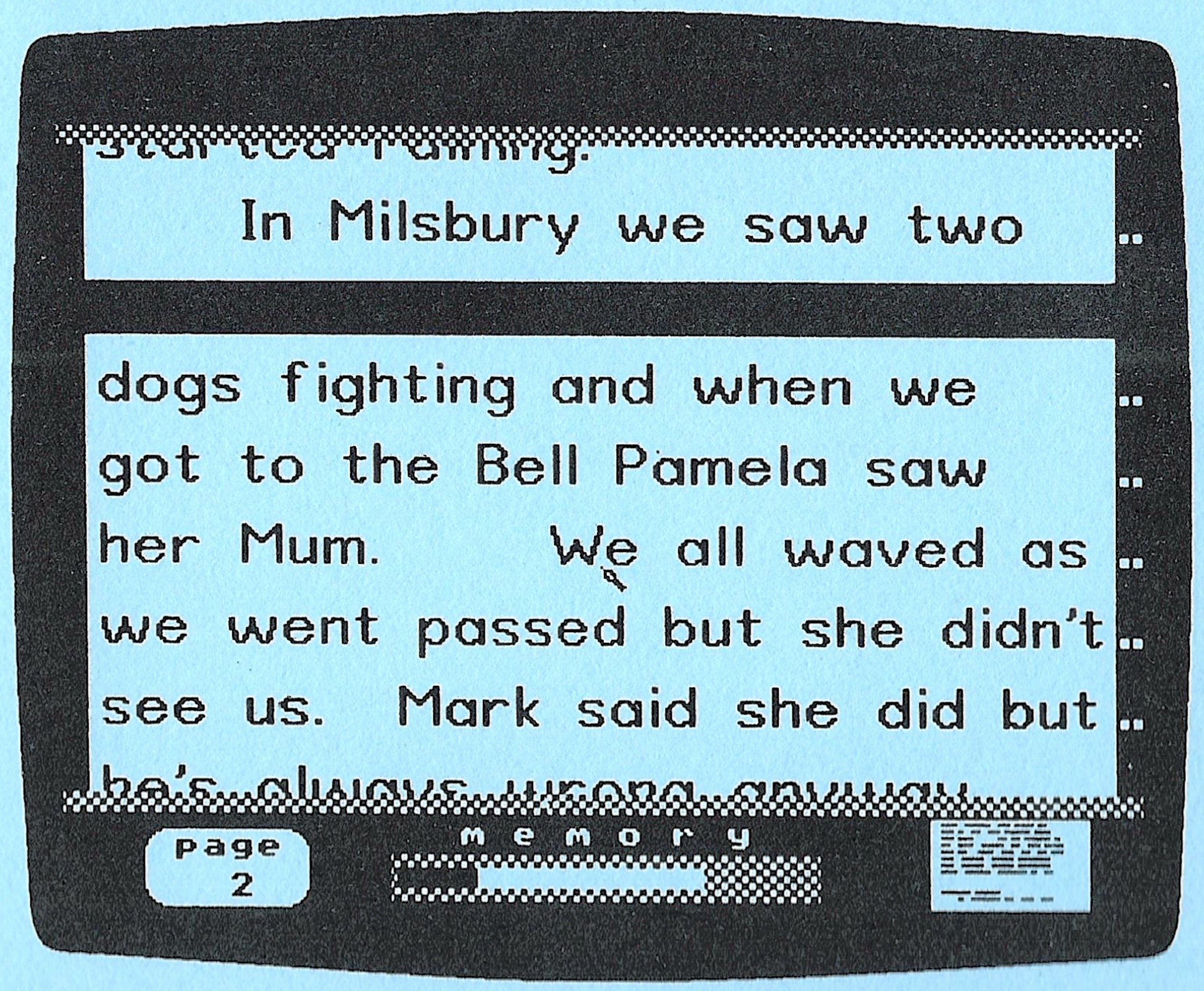
(Note that pressing the **split** function key a second time would insert a blank line between the two paragraphs.)

When the pen is on a line which is not joined to the one below (no dots on the right of the display), pressing f8 (**join**) will forcibly join the current line to the one below and the text will be reformatted to take account of this.



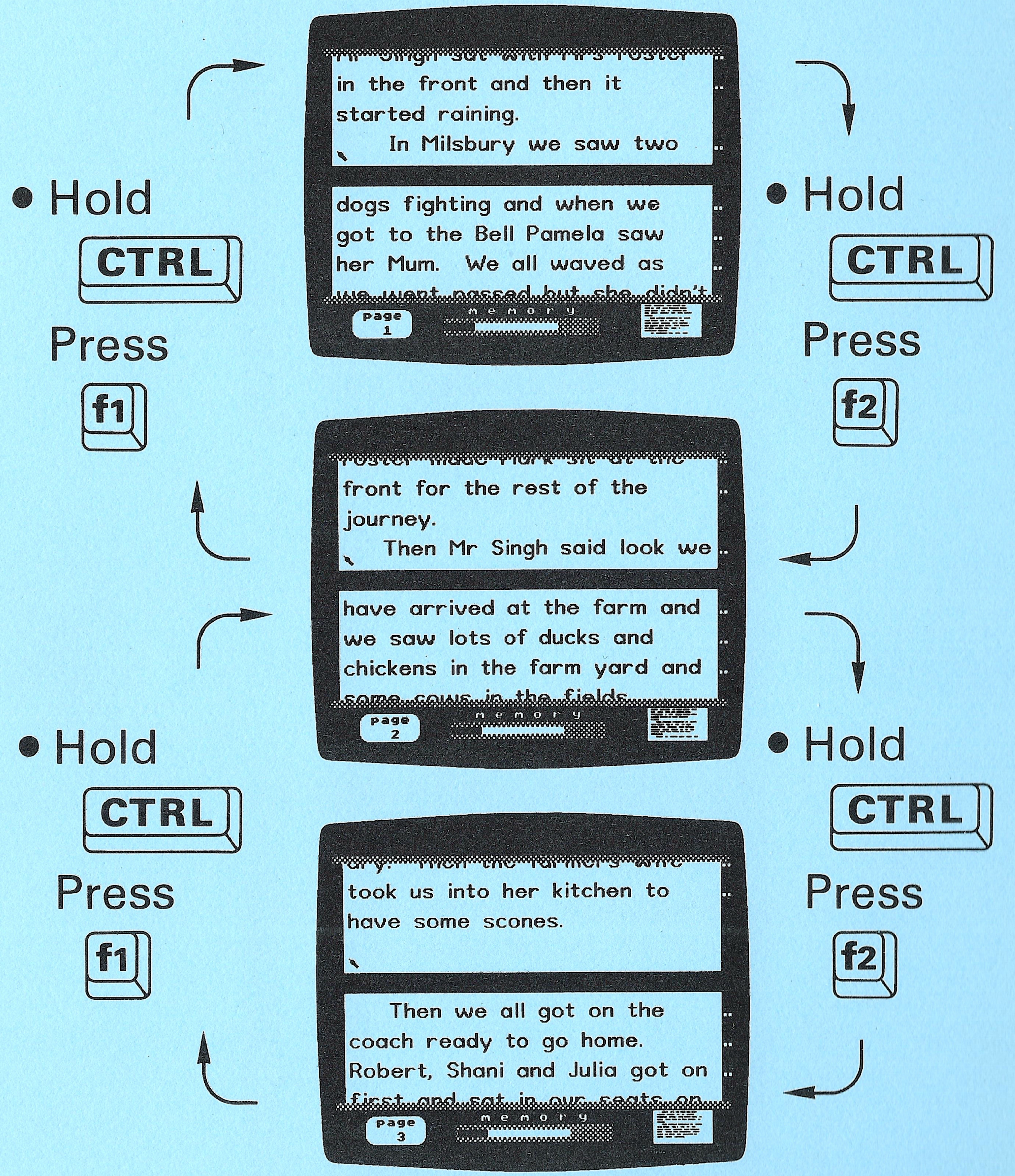
For example, the two paragraphs above can be made into one by moving the pen onto the last line of the first paragraph and pressing f8 (**join**).

- Press f8 to join the line which the pen is on to the line below



(Note that pressing f0 (**undo**) would recover the two paragraphs.)

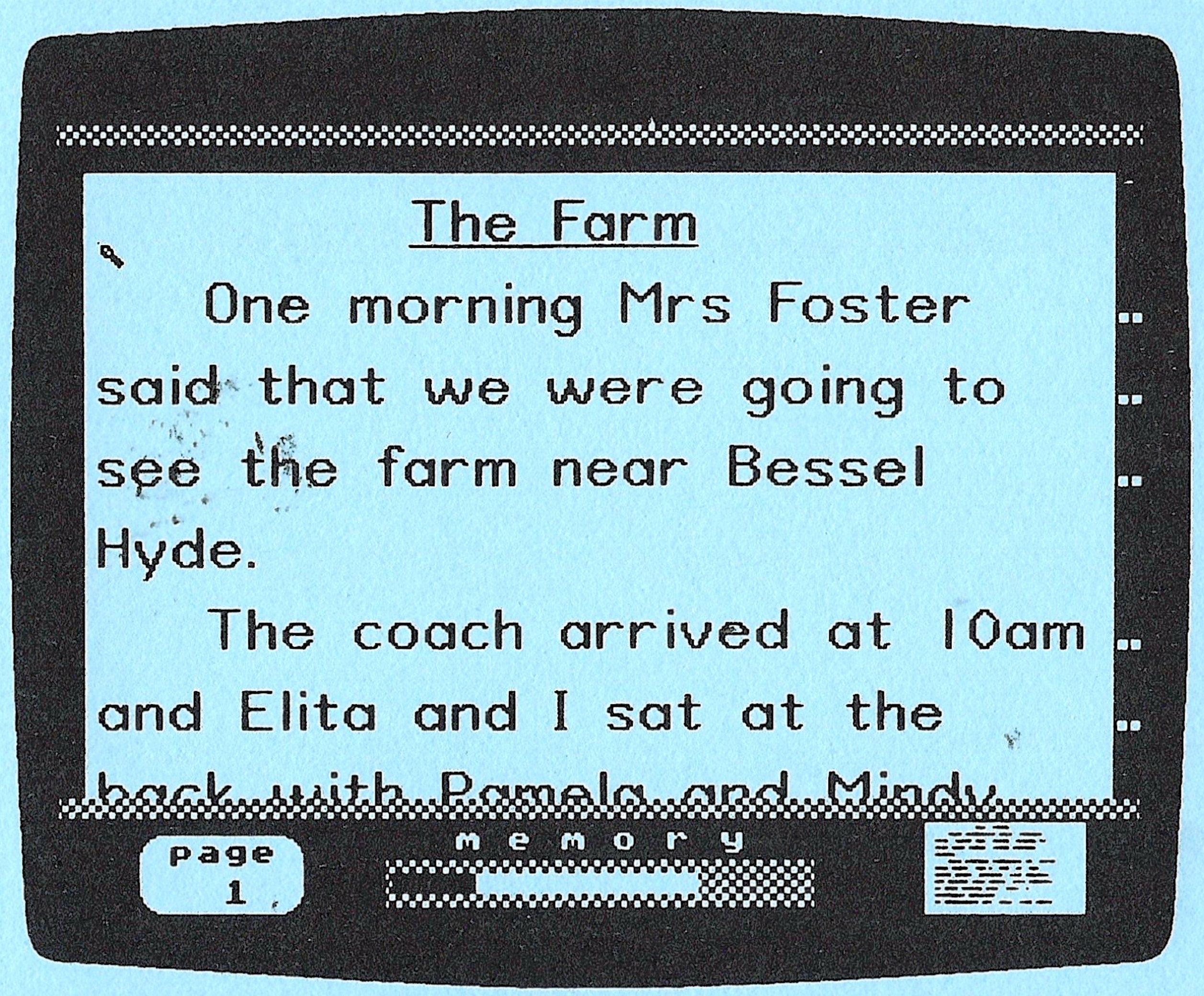
The commands which cause paper movements can be magnified, making it easier to move large distances. For example, pressing f2 (**look down**) allows you to see one line further down the page. Holding down CTRL and pressing f2 allows you to see one page further down. **look up** (f1) can be used with the CTRL key in the same way.



In a similar way, holding down SHIFT and pressing f1 or f2 moves the paper by 6 lines. This is particularly useful with long pages.

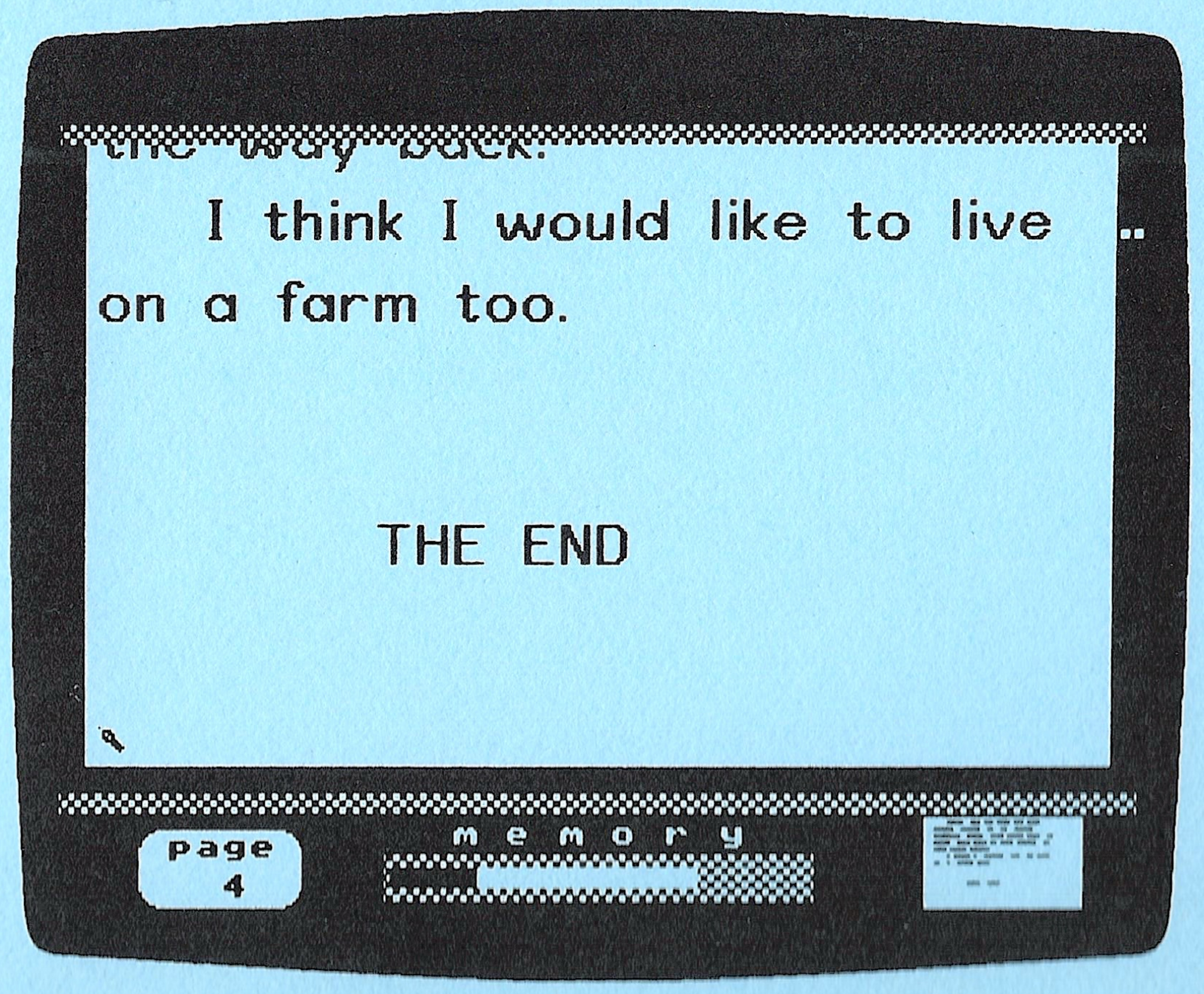
To move straight back to the beginning of your work, hold down CTRL and press f4 (**top**).

• Hold CTRL Press f4 — to move to the top of page 1



To move straight to the bottom of the last page you have written on, hold down CTRL and press f5 (**bottom**).

• Hold CTRL Press f5 — to move to the bottom of the last page



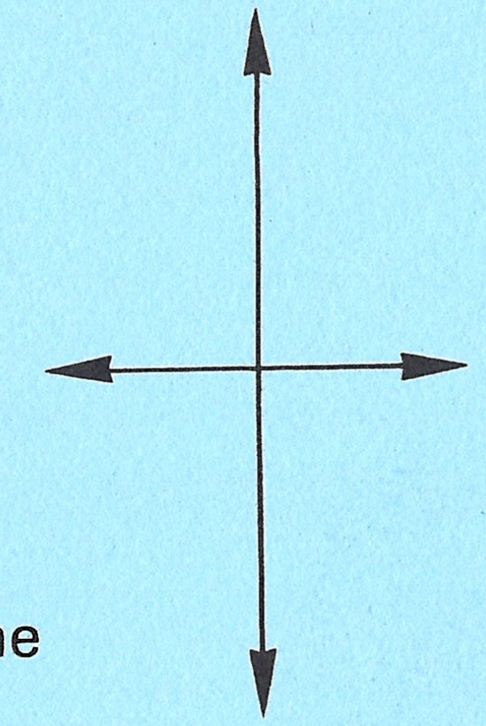
Large pen movements are also made possible by holding down the [CTRL] key.

- Hold [CTRL]
  Press [↑]

  to move the pen to the top of the screen

- Hold [CTRL]
  Press [←]

  to move the pen to the beginning of the current line



- Hold [CTRL]
  Press [→]

  to move the pen to the end of the current line

- Hold [CTRL]
  Press [↓]

  to move the pen to the bottom of the screen

The most powerful movement command is called **leap**. This allows you to search through the text for a specific word or group of letters interactively. For example, holding down [CTRL] and pressing [M] will make the pen leap back to the last "m" or "M" you typed. This works for all the keys. Another example would be holding down [CTRL] and pressing [SPACE]. This would make the pen leap back to the last space you typed.

leap is also a progressive search. For example, after having written several pages, we may want to get back to where we wrote the word "ear". Holding down [CTRL] and pressing [E] would leap back to the last letter "E" (or "e") we had typed, but this is unlikely to be the one we want to find. When we start leaping you will notice two changes on the screen. The pen becomes a backward-pointing arrow and the "Match Box" appears at the bottom of the screen. In the present example, the Match Box contains the letter "E", as this is the letter we asked for. The progressive nature of the search is illustrated when we continue the leap by holding down [CTRL] and pressing [A]. The Match Box now contains "EA" and the pointer leaps back to the place where we last typed "E" followed by "A". If this is not the "EA" we were looking for, it could be "each" for instance, we could continue the leap by holding down [CTRL] and pressing [R].

As we have now put the letters "EAR" into the Match Box we can also use the leap key ([f3]) to search for other occurrences. Pressing [f3] (**leap**) searches for the next match in the current direction of the pointer.

- Press [f3] to leap to the next match

To search forwards through the text, hold down [CTRL] and press [f3]. This displays a forward-pointing arrow to indicate the change.

- Hold [CTRL] Press [f3] to leap forwards

For example, to search through the text for "time" starting from the top of page one, hold down [CTRL] and press [f3] before starting the search with [CTRL] [T].

It is useful to think of the **leap** function in a number of ways. Putting a letter or group of letters into the Match Box sets up the f3 key as a specific movement command. The following examples illustrate this.

CTRL SPACE makes f3 into a word movement command.

When paragraphs are indented by three spaces,
CTRL SPACE
CTRL SPACE
CTRL SPACE makes f3 into a paragraph movement command.

CTRL . makes f3 into a sentence movement command.

Once the characters are in the Match Box they will stay there until you return to the Menu, print a page, or use **leap** for something else. The direction of the pointer can be set to forwards by CTRL f3, or backwards by SHIFT f3.

- Hold SHIFT, Press f3 — to leap backwards

If you have used other word processors you may find it useful to think of leap in the more traditional way of a non-interactive search. For example, to find all occurrences of the word "live" we would do the following:

Move to the start of page one-

CTRL f4

Enter the word "live" into the Match Box-

CTRL L
CTRL I
CTRL V
CTRL E

(Note that the computer will "beep" after each letter indicating no match was found to the left of the pointer.)

Set the pointer to search forwards through the text-

CTRL f3

Pressing f3 will now find the next occurrence of the word "live". This can be repeated as often as required.

Folio's **learn** function provides a simple way of performing repetitive tasks such as correcting spelling mistakes, counting words, creating exercises, etc. The following examples illustrate this.

(1) When producing a question paper we may decide to use ten underline characters to make a space for the answer. As this will be used in all the questions, we could ask Folio to learn the key sequence used to save us having to repeat it for each question we write. To start a learnt sequence, hold down CTRL and press f6.

- Hold CTRL, Press f6 — to start learning

Within a learnt sequence each key that we press will be remembered so that we can repeat the operation later on by "running" the sequence.

When we type the underlines the only difference we notice is the counter which indicates the number of steps that have been learnt (up to a maximum of 30). After typing the underlines, we may decide that each question should be followed by a blank line and so we include RETURN RETURN in the learnt sequence to provide this.

Having completed the operation that we want to use again later, we must explicitly end the learnt sequence. To end a learnt sequence, hold down SHIFT and press f6.

- Hold SHIFT, Press f6 — to stop learning

The next time we want to type an underlined space for the answer at the end of a question all we have to do is press f6 and Folio will run through what it has learnt (i.e. type ten underline characters and press RETURN twice). The only difference between pressing f6 and typing the sequence again (apart from reduced effort) is that when f6 is used, then the entire sequence can be undone by pressing f0.

(2) Following on from the traditional "Search" example given for **leap** on page 20, we can now illustrate a traditional "Search and Replace" facility using **leap** and **learn**. Assuming we have the word "live" in the Match Box (p. 20) we can replace "live" with "life" in the following way.

Move to the start of page one-

CTRL f4

Set the pointer to search forwards through the text-

CTRL f3

Start a learnt sequence-

CTRL f6

leap to the first occurrence of "live"-

f3

move the pen one to the left, delete the "v" and type the "f"-

←

DELETE

F

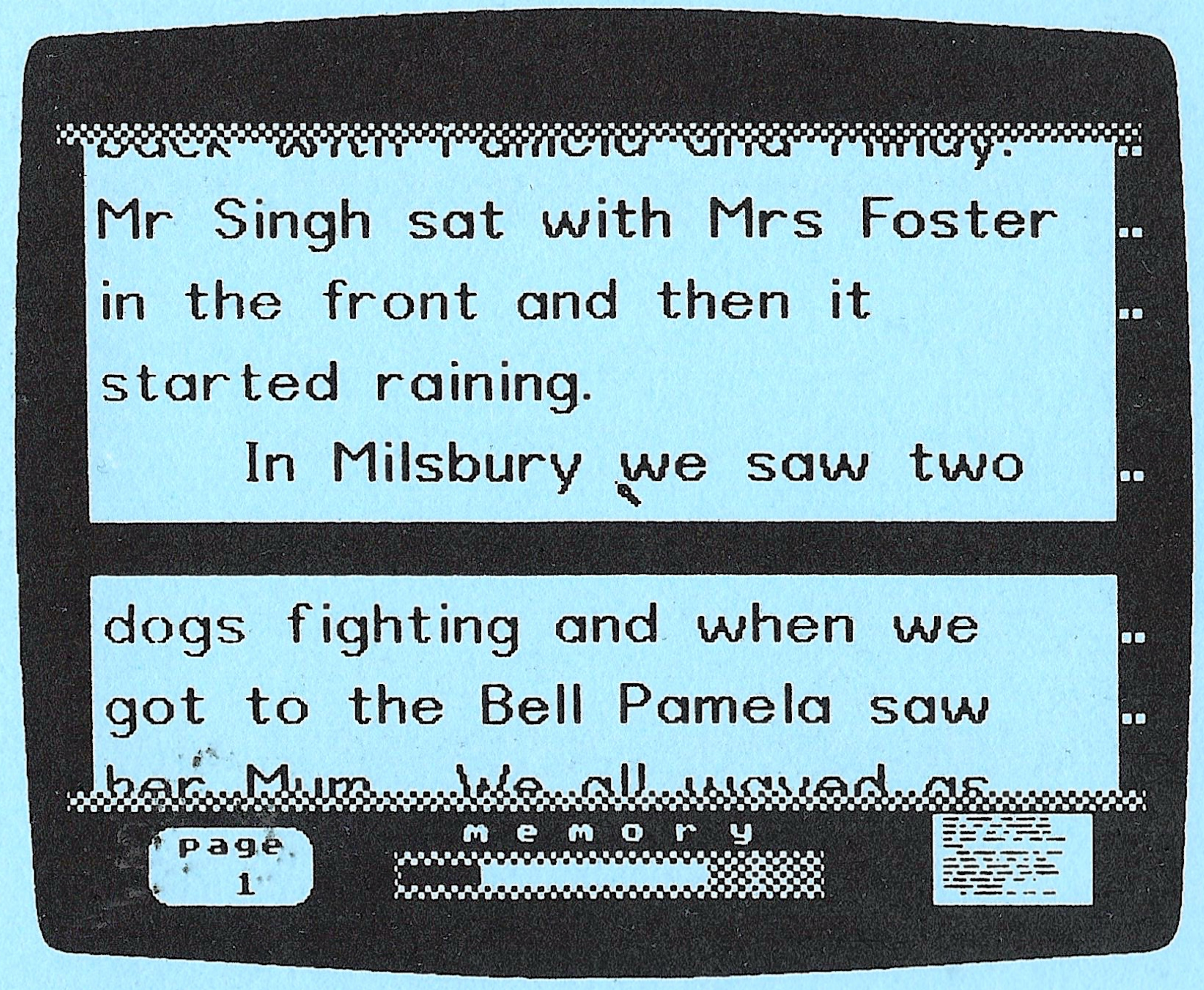
End the learnt sequence-

SHIFT f6

Now that Folio has learnt to change "live" into "life" pressing f6 will either change the next occurrence or "beep" if the search fails. The **undo** facility is particularly relevant here. For example, pressing f6 may well find the word "alive" and promptly change it to "alife" which was not quite what was intended. Pressing f0 would undo the change and return you to the previous position. To skip "alive", press f3 (**leap**) to move past the false match. We can now continue the "Search and Replace" by pressing f6.

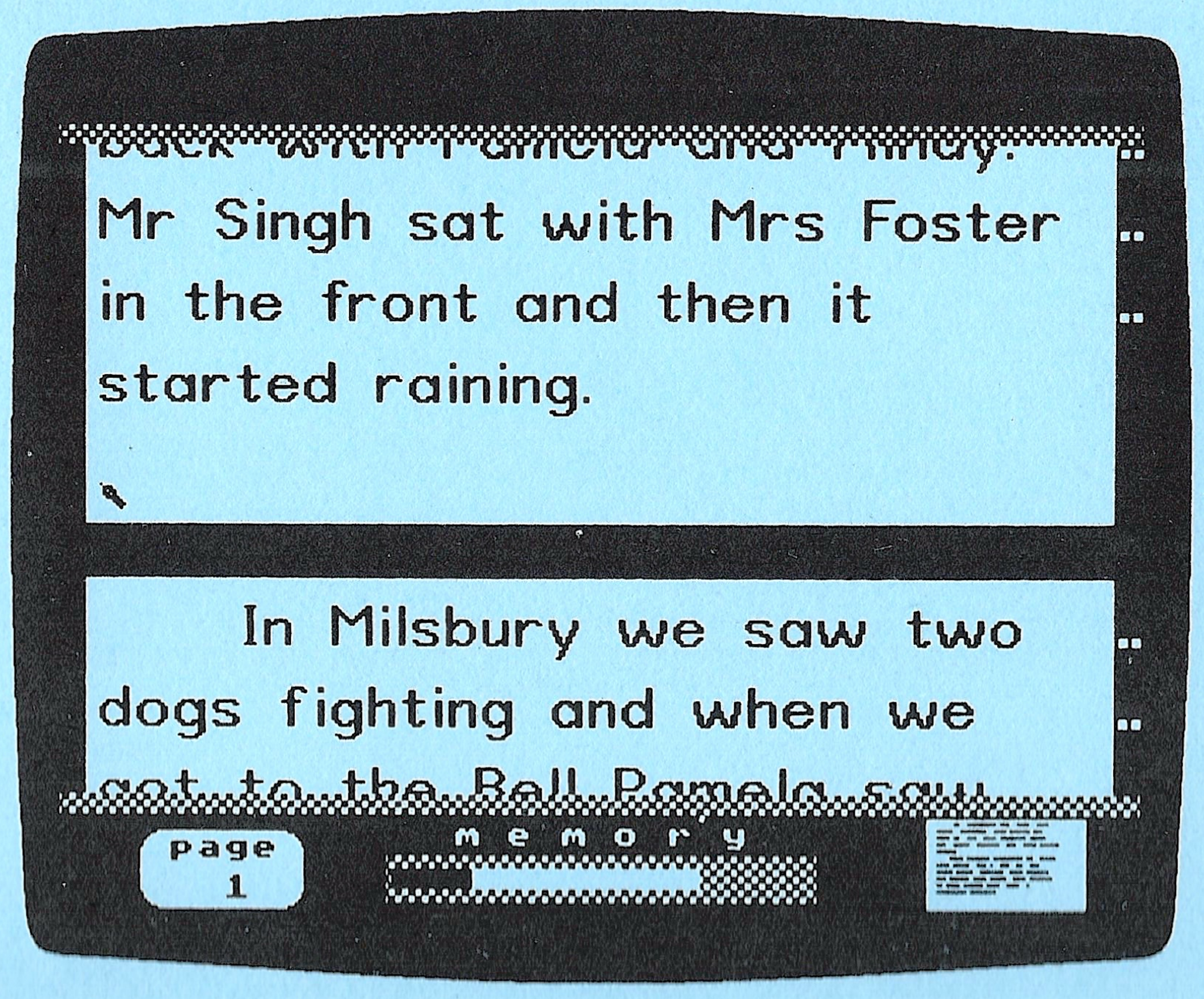
(Technical note: a "Global Search and Replace" would be achieved by pressing f6 at the end of the learnt sequence instead of SHIFT f6. This is a recursive call which would repeat until an error occurs such as "no match found" or "out of memory". In the example above this would change all occurrences of "live" into "life" giving a count as it went. The entire operation could be undone by pressing f0 as usual. The operation can be paused by holding down SPACE. This updates the display to reveal the current state of the text. The operation will continue when SPACE is released. However, you are encouraged to adopt an interactive approach as this facility is most useful for counting or when you are CERTAIN that your match is sufficient to identify ONLY those words you wish to replace. A wild card (@) is available for matching any letter or number. Note also that some fonts have a pad character on the ~ which will not be matched by CTRL SPACE. However, CTRL _ matches anything.)

To move blocks of text up and down the page, blank lines can be deleted (to move text up) or inserted (to move text down).

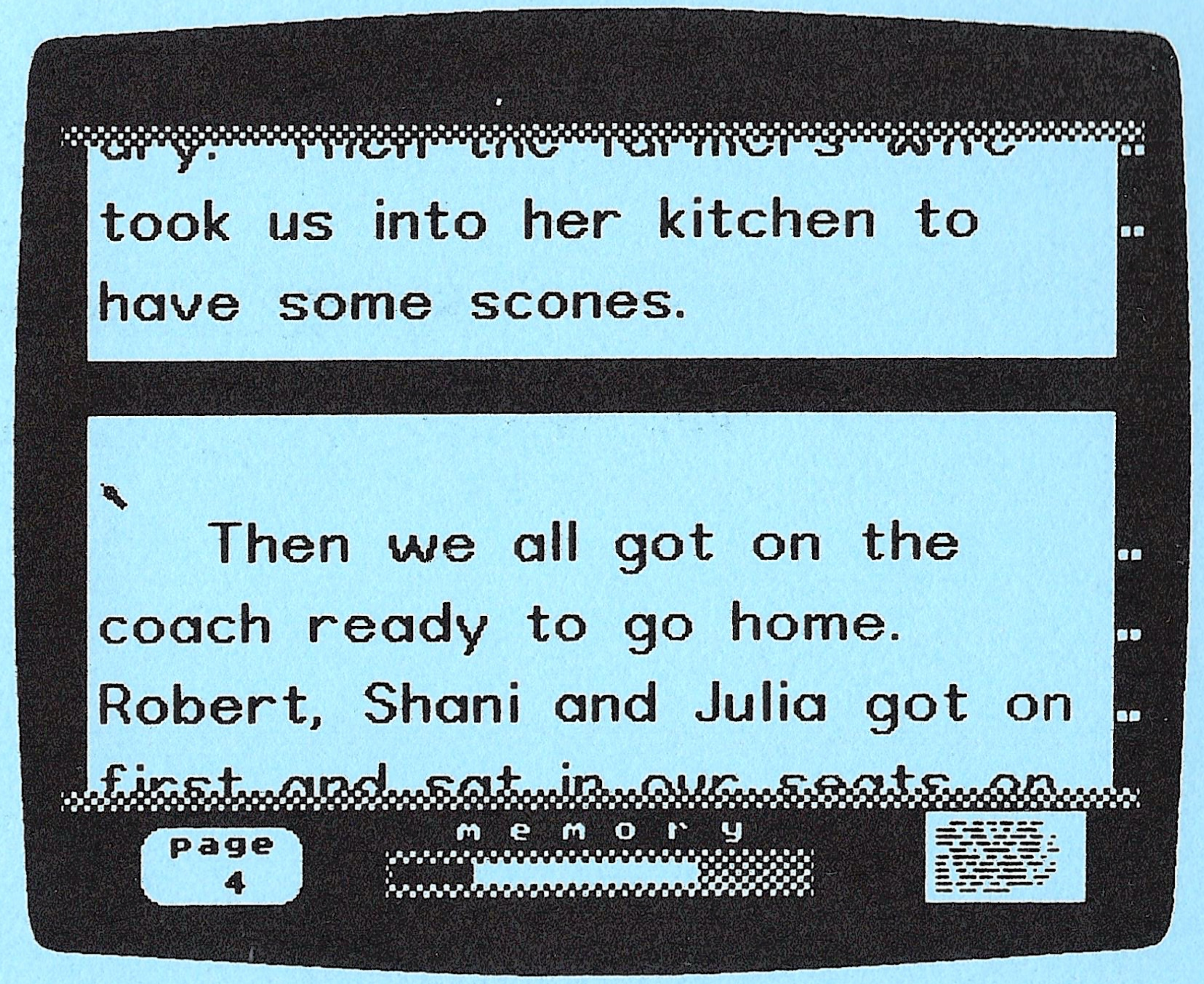


For example, in the writing above, a paragraph is split between pages one and two. By inserting a blank line at the end of page one we can move all the paragraph down onto page two. To insert a line move the pen onto the last line of page one, hold down CTRL and press RETURN.

- Hold CTRL Press RETURN to insert a blank line where the pen is.



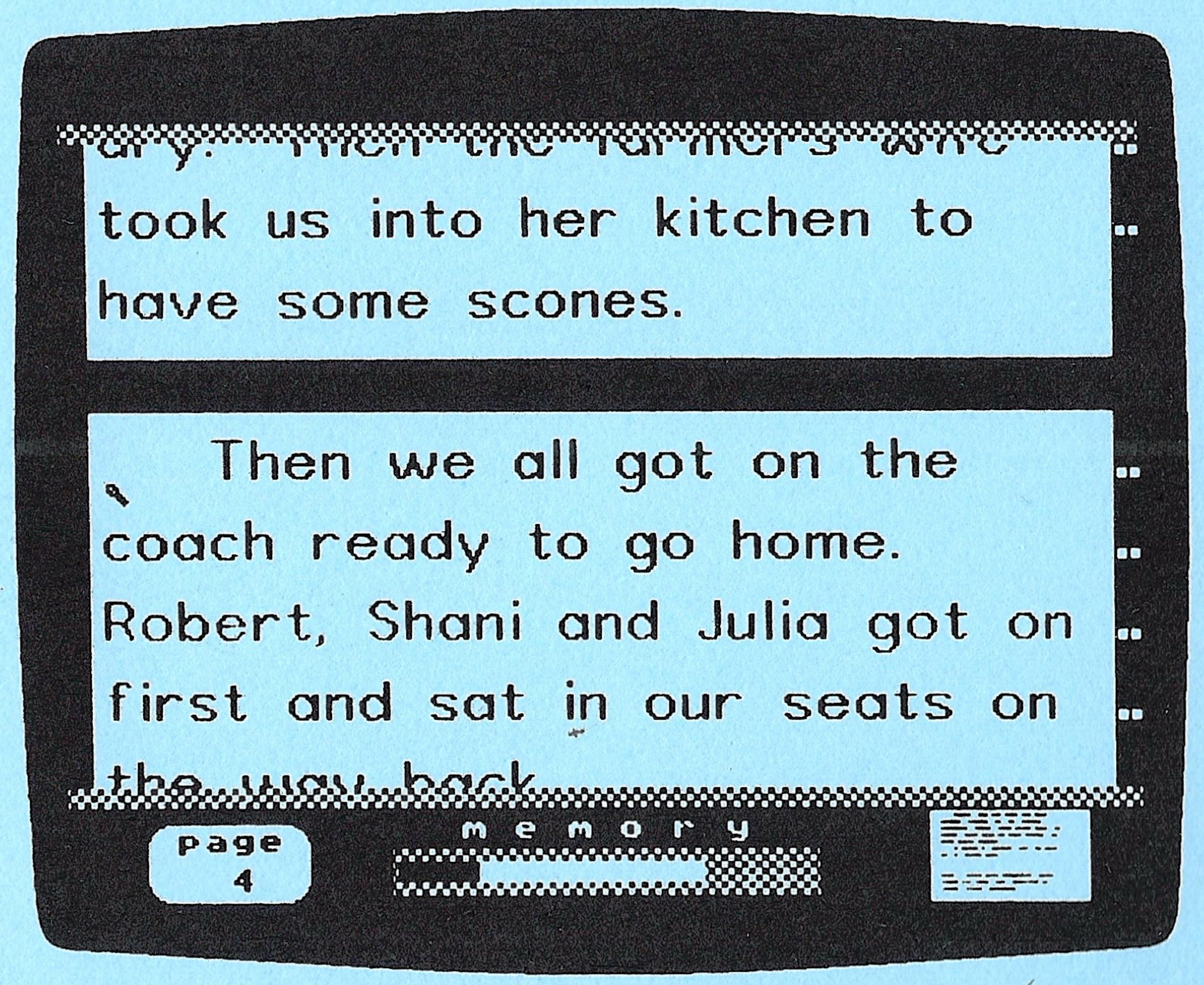
Write



In the following example we will move the paragraph up to the top of page four by deleting the blank line above it. To delete the line move the pen to the top of page four, hold down **CTRL** and press **DELETE**.

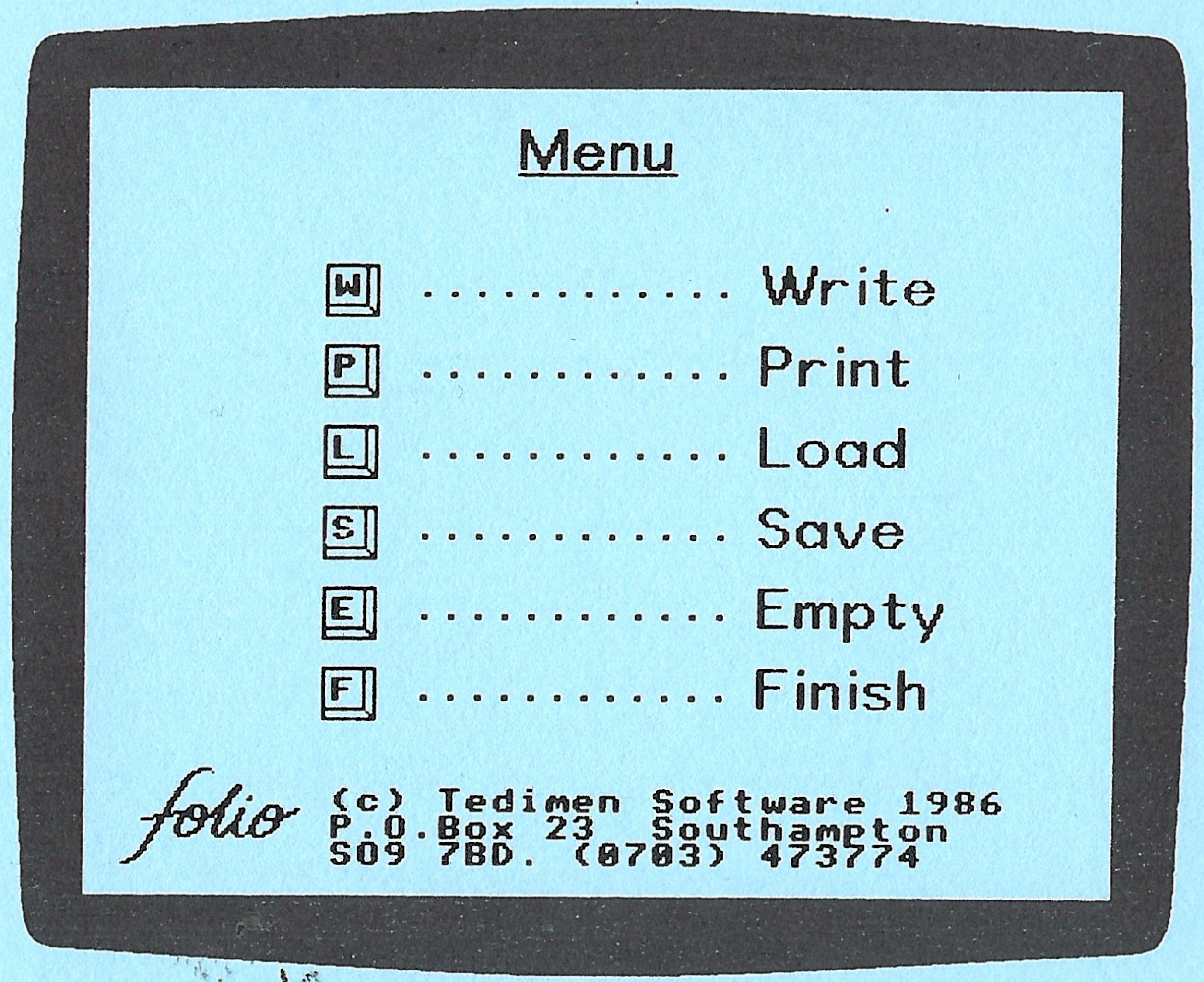
(Note that pressing **f0** (**undo**) would recover the lost line.)

- Hold **CTRL** Press **DELETE** to delete the line which the pen is on



The Delete Line function is used in the same way to remove lines of writing.

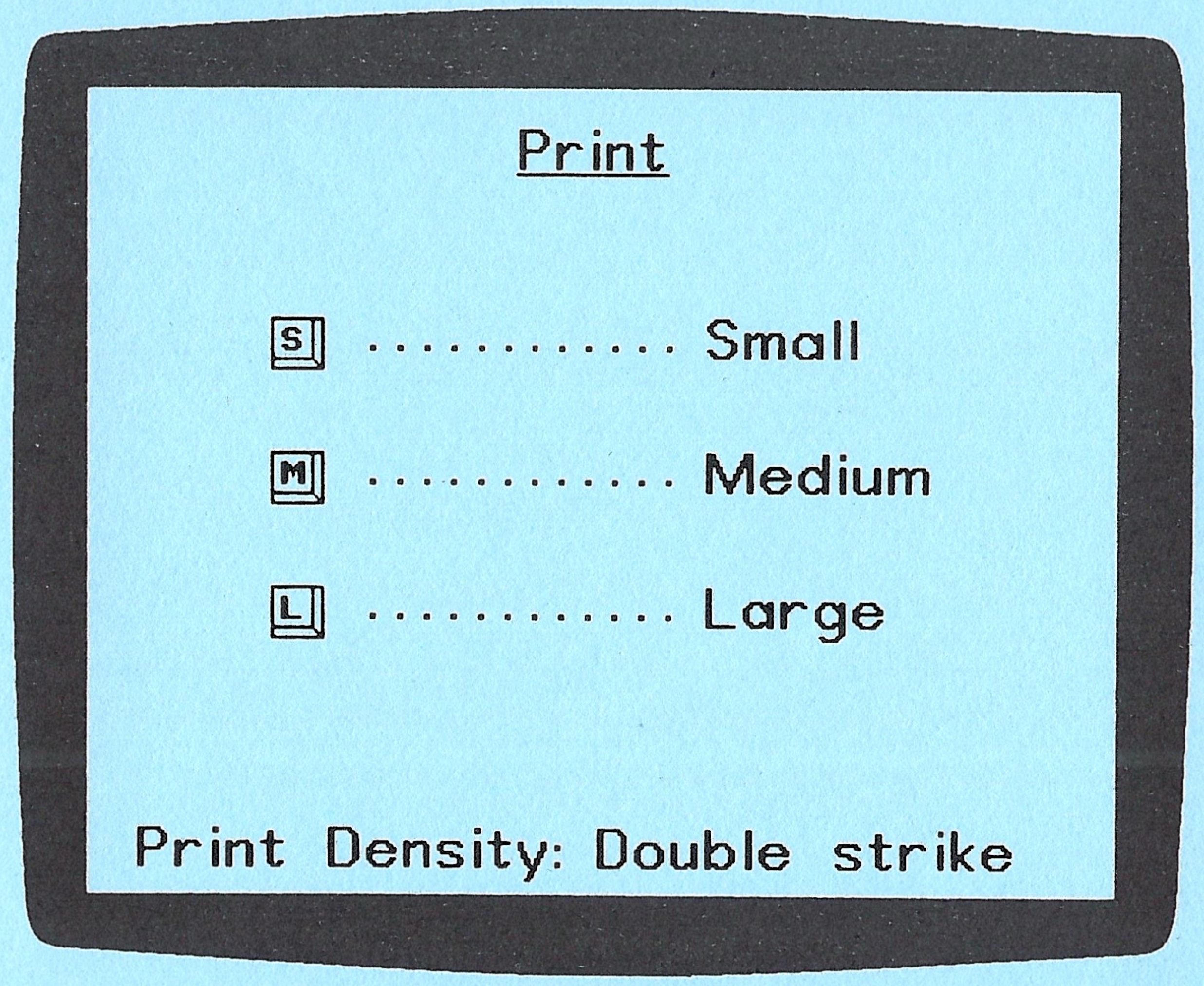
Print



To print all the work you have entered, press **P** from the Menu screen.

Press **P**

(Single pages can be printed from within the Write option, see p. 12.)



(Note that some formats will not offer you a choice of print size, in which case holding down **CTRL** and pressing **P** will call up this screen.)

Press S

for small print

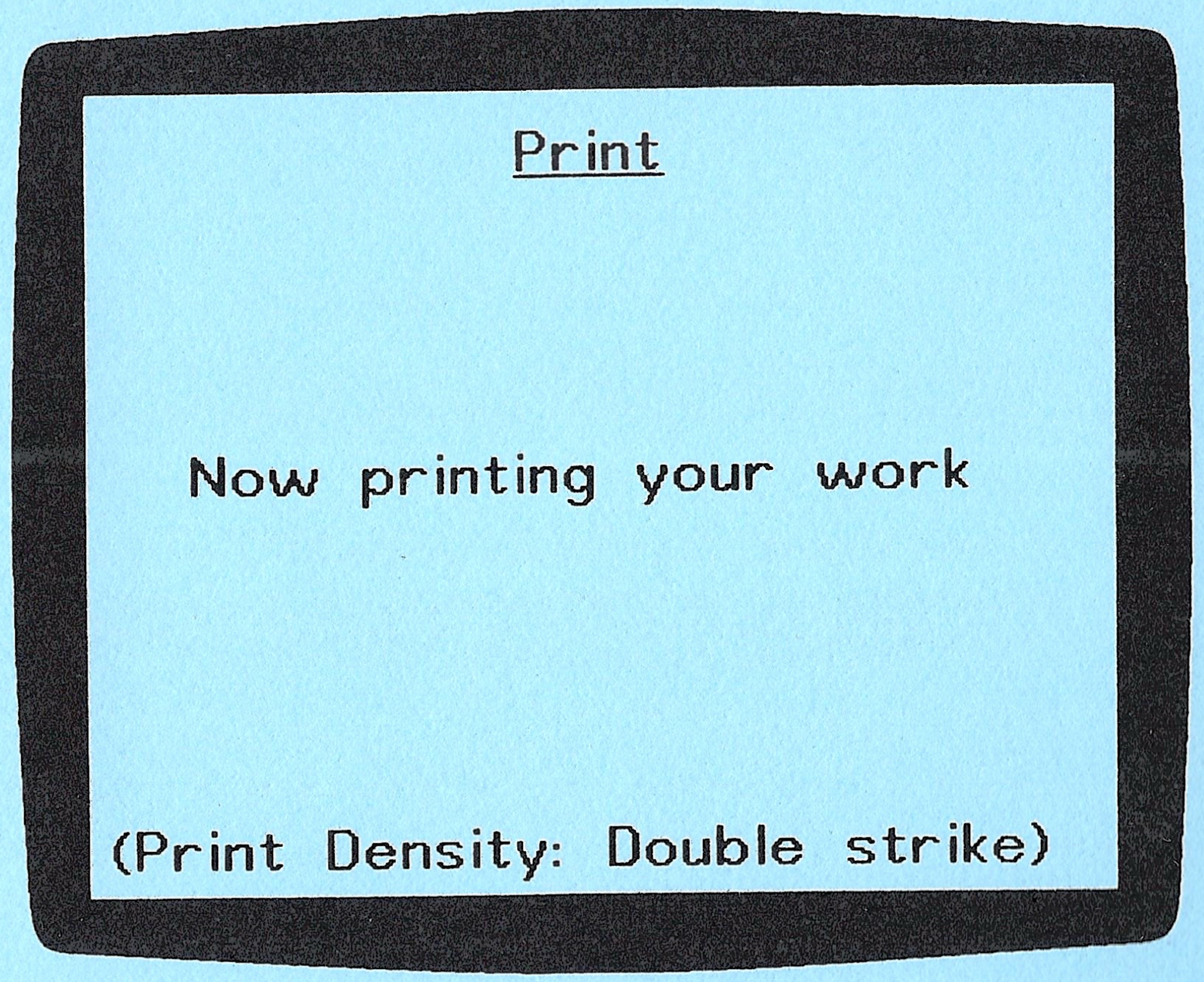
Press M

for medium print

Press L

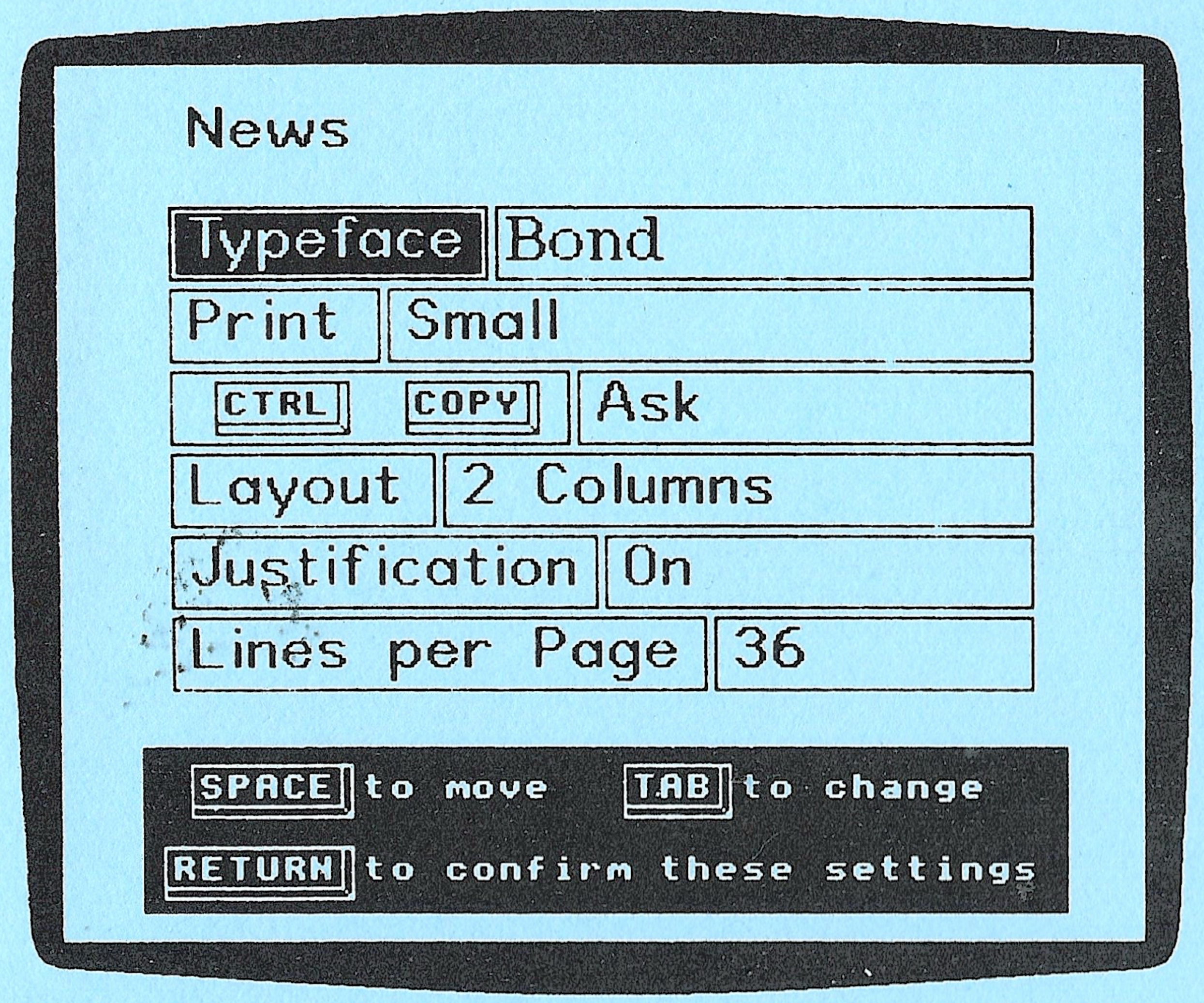
for large print

(Printout actual size)



To abandon the print at any time press RETURN.

How your work is printed will depend on the format and the Print Density which you are using. For details of the Print Density see **Set Up Printer** pp. 49–50. To examine the current format settings, hold down CTRL and press F from the Menu screen.



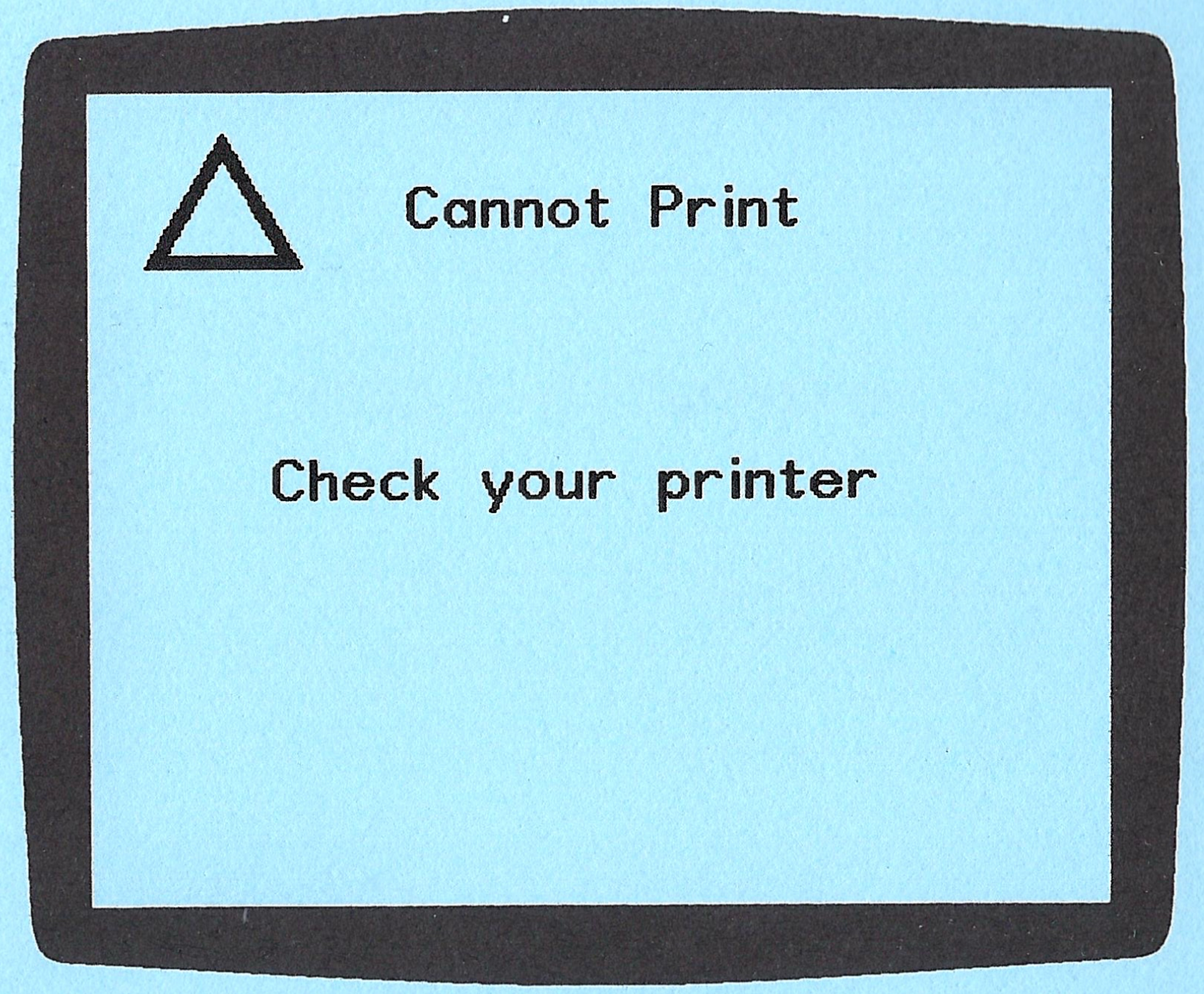
The meaning and alternative settings of the various parameters are fully explained in **Describe Formats** pp. 46–48. Any changes you make to this Current Format, such as varying the line length or the typeface, will be immediately reflected in your work. In this way, you can fine tune the format you selected when you started writing to suit this particular piece of work. One example of this might be varying the line length to balance up the columns (see **Text Format** pp. 43–44).

The size of print is also controlled by the Current Format. In the above example, *CTRL COPY* (single page print from inside Write) has been set to *Ask*, allowing the size of print to be decided just before it is printed. In contrast, *Print* (full document print from the Menu) has been set to *Small*, as this would be the normal size used for a two-column page.

From the Menu screen it is possible to override the current size setting without changing the Current Format. This is often used to produce a large printout for display purposes. To request a variable sized print hold CTRL and press P from the Menu screen.

More advanced printing facilities are available, such as mixing fonts and sizes within a document, by using the print utility (see **Utilities** pp. 86–88).

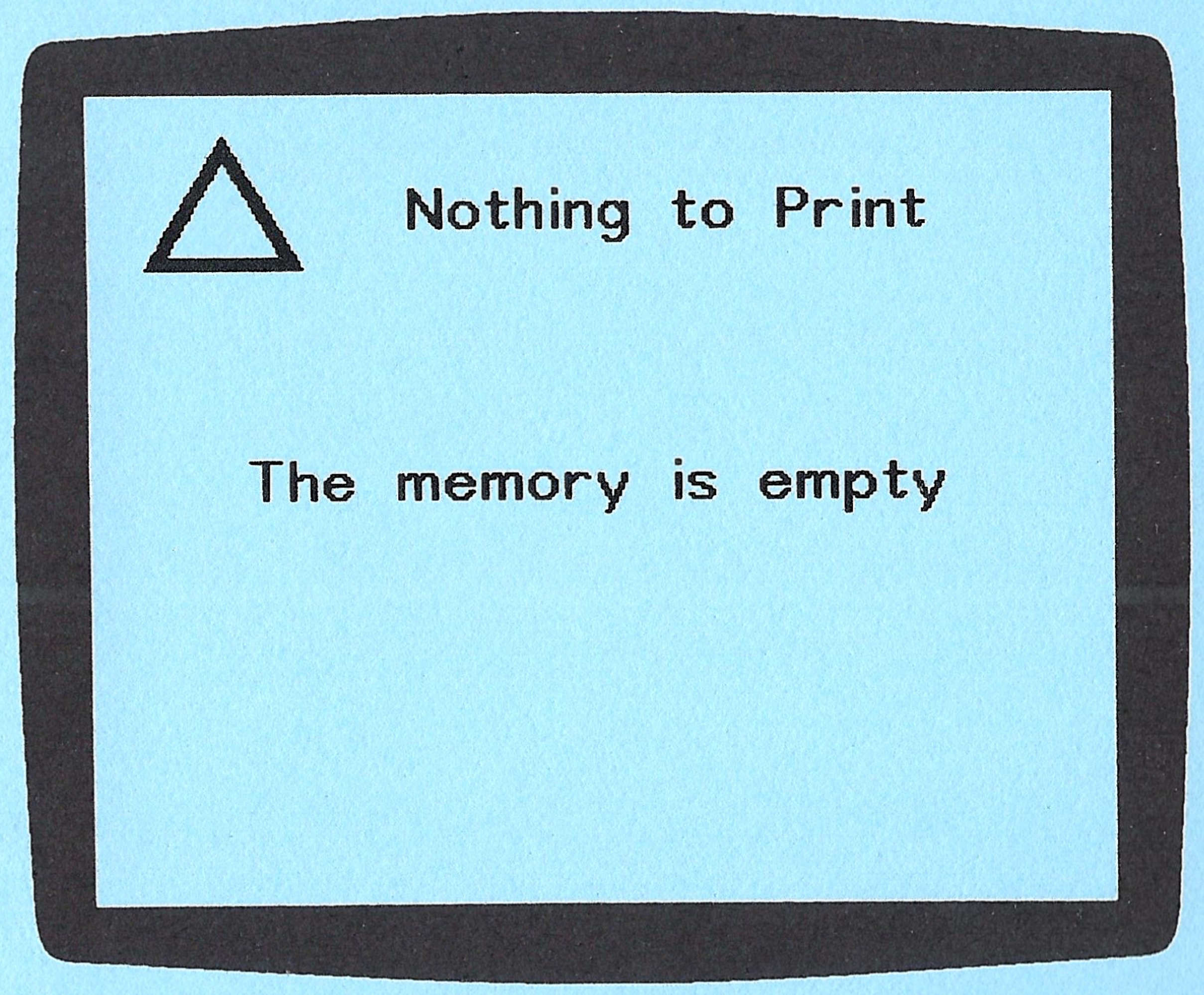
Print



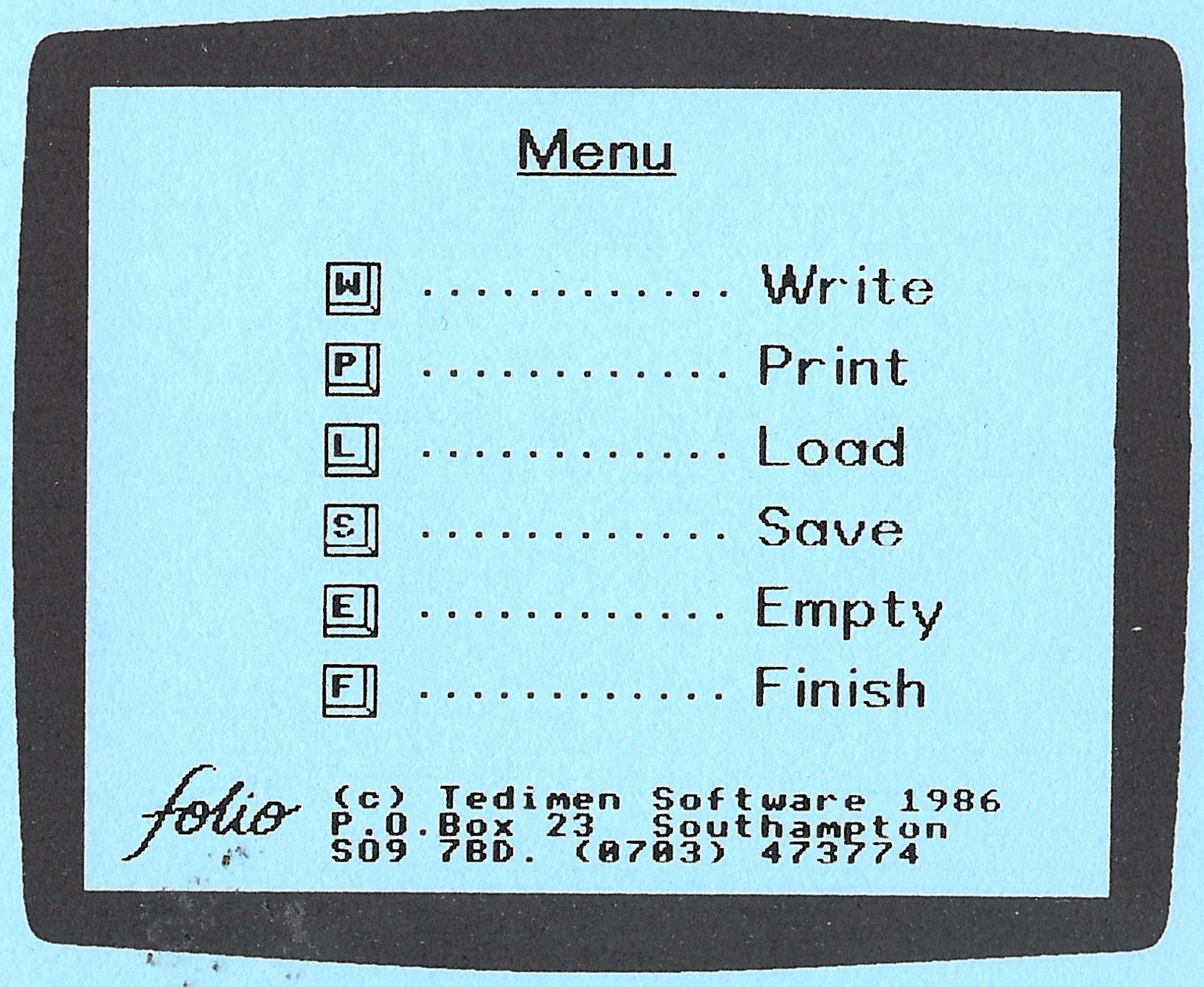
If your printer does not respond, check that it is switched on and plugged in correctly. If this fails, see **Set up Printer** pp. 49–50.

Press **ESCAPE** to return to the Menu at any time.

Nothing will be printed if the memory is empty.



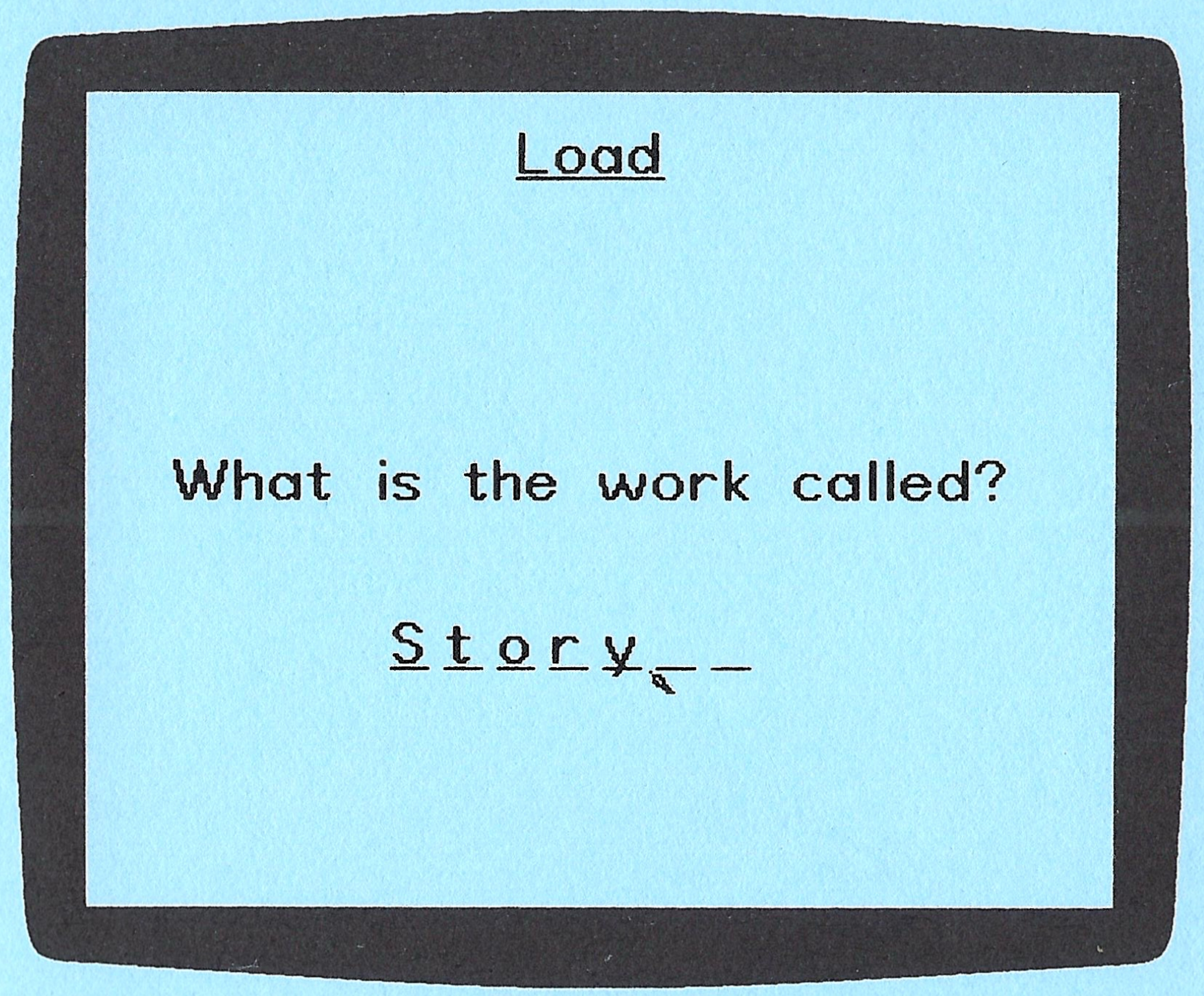
Load



To retrieve a piece of work which was saved earlier, press **L** from the Menu screen.

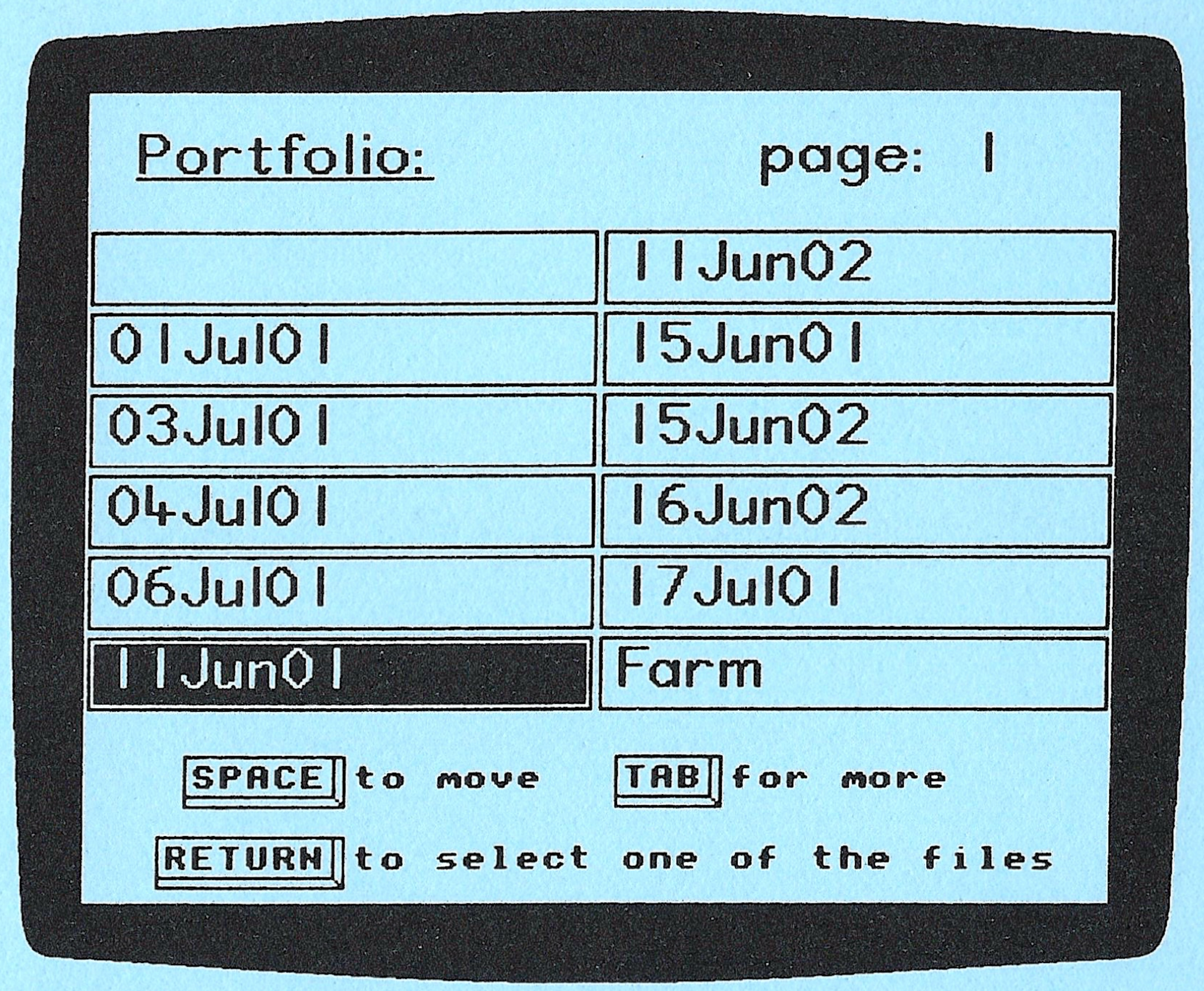
Press **L**

Enter the file name of up to seven letters that was used to save the work and press **RETURN**.

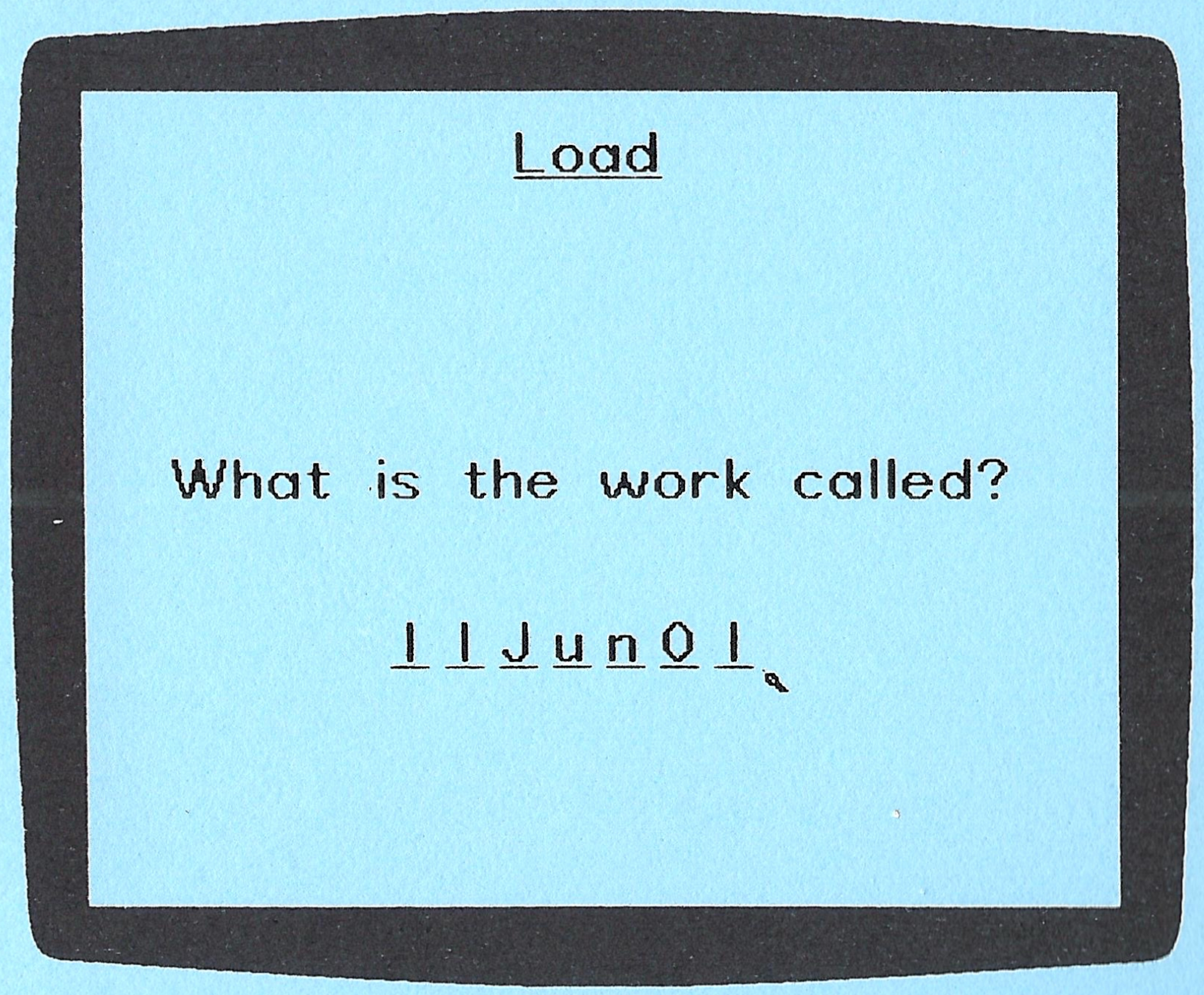


PORTFOLIO

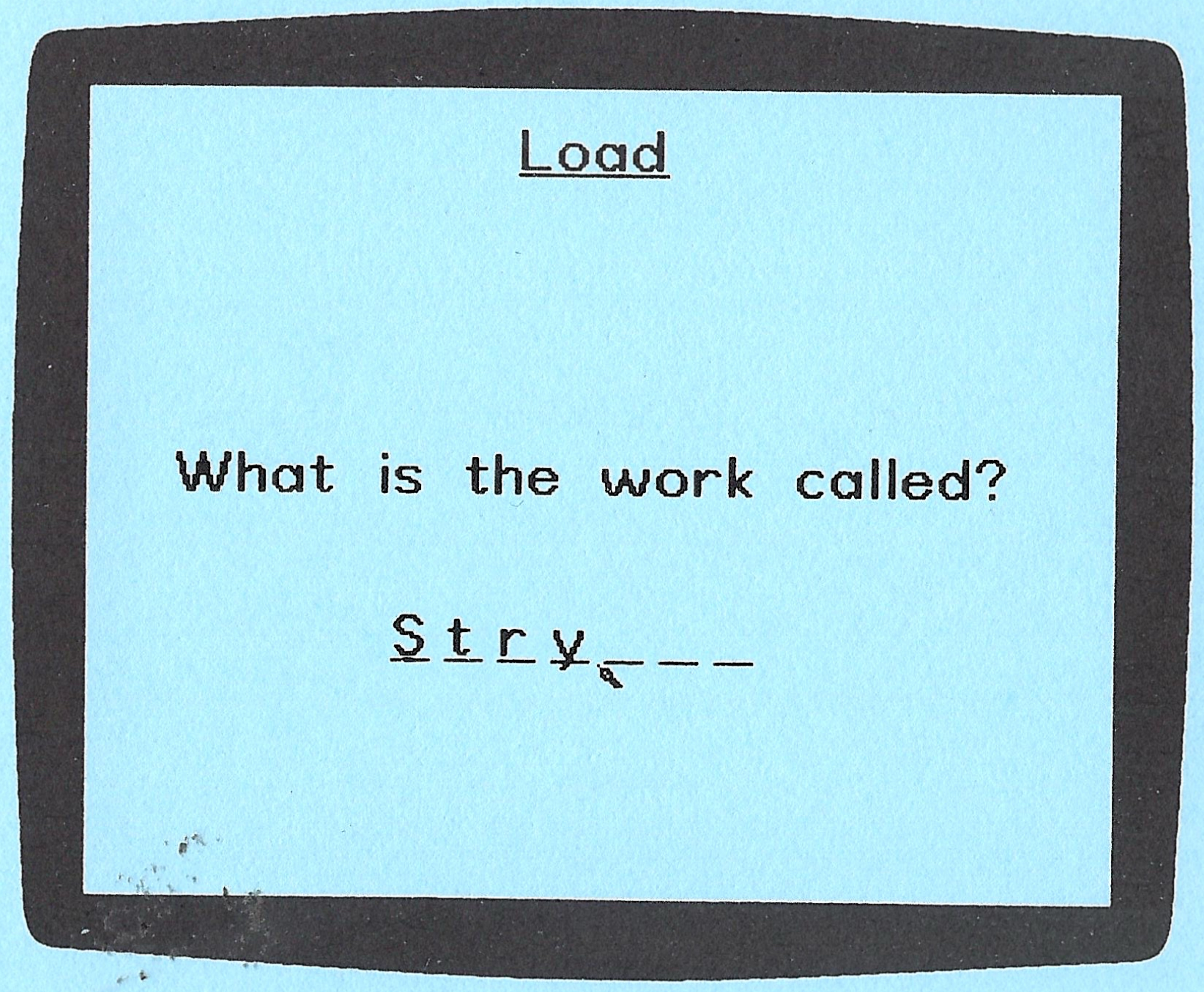
Press **TAB** to view the Portfolio of files available.
(Note that this facility is available from any prompt which asks for a file name.)



To "pick up" one of the file names, use **SPACE** to move the highlight onto the chosen name and press **RETURN** (this enters the name as if you had typed it).

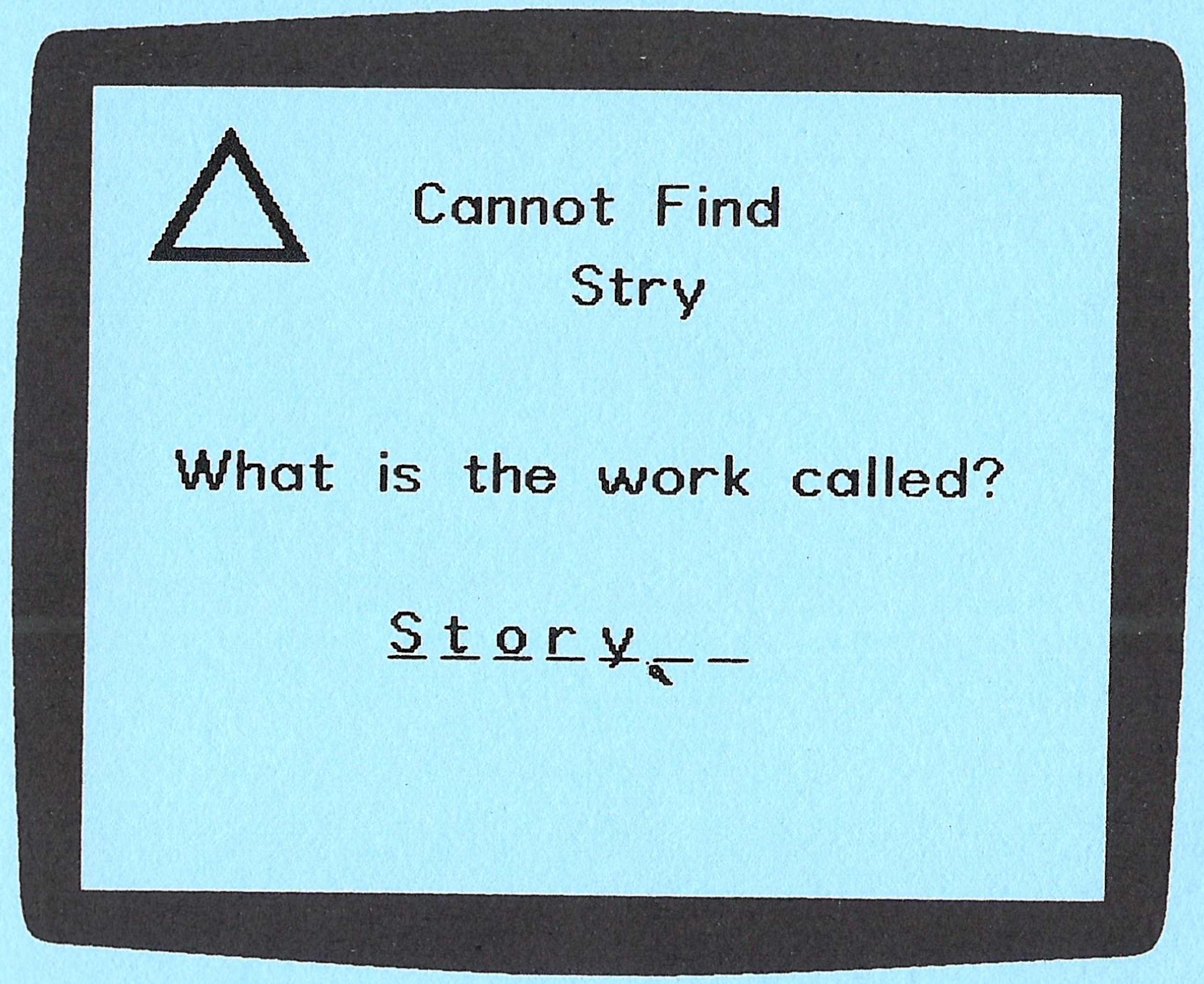


If there are more than 12 files available, pressing **TAB** a second time will display page 2 of the Portfolio. (Star commands are also available from the Portfolio screen.)

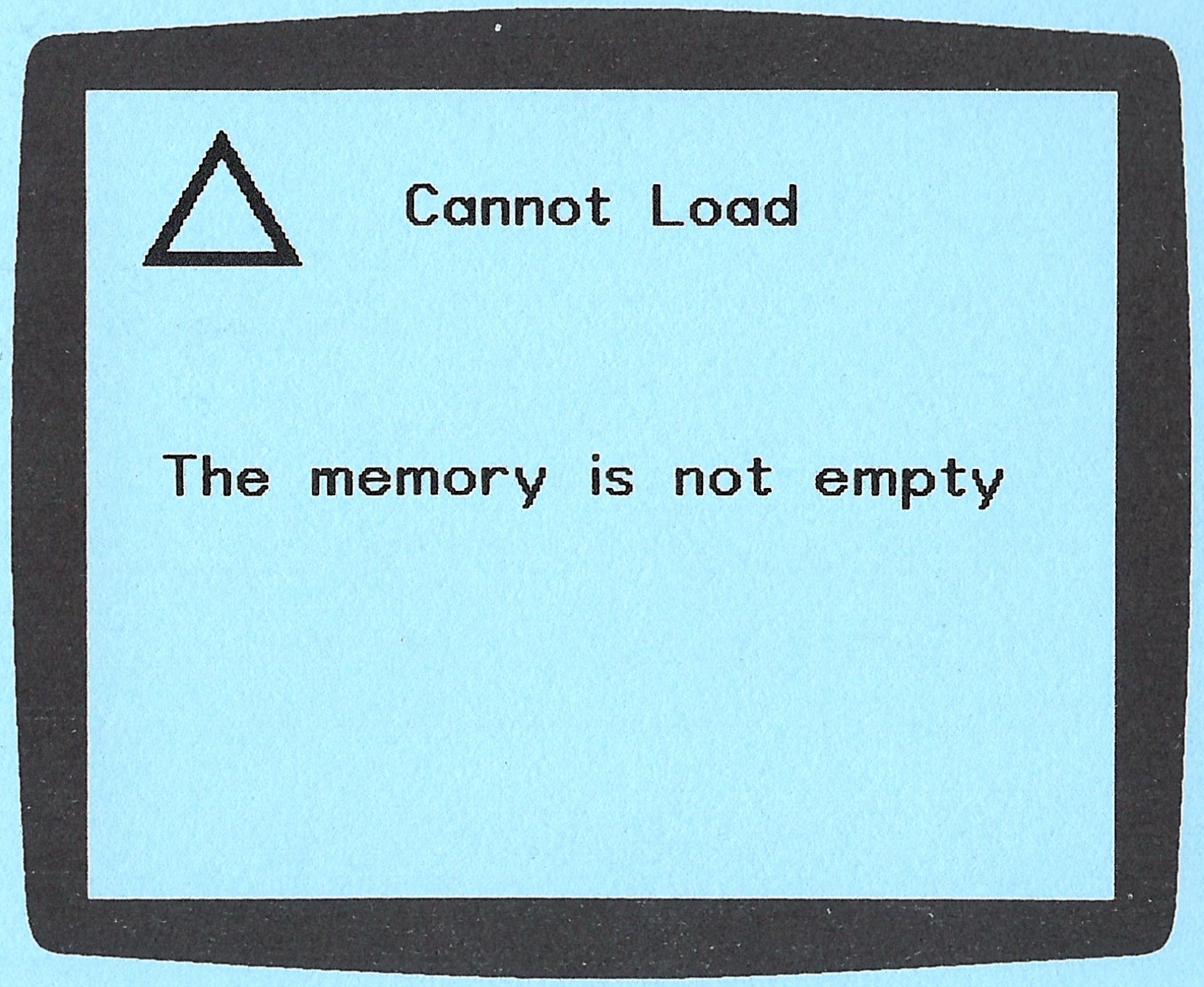


Press **RETURN**

A Folio text file with this name cannot be found on the disc (see **Directories** pp. 83–84). Check that the name has been correctly spelt, and that the correct disc is being used.



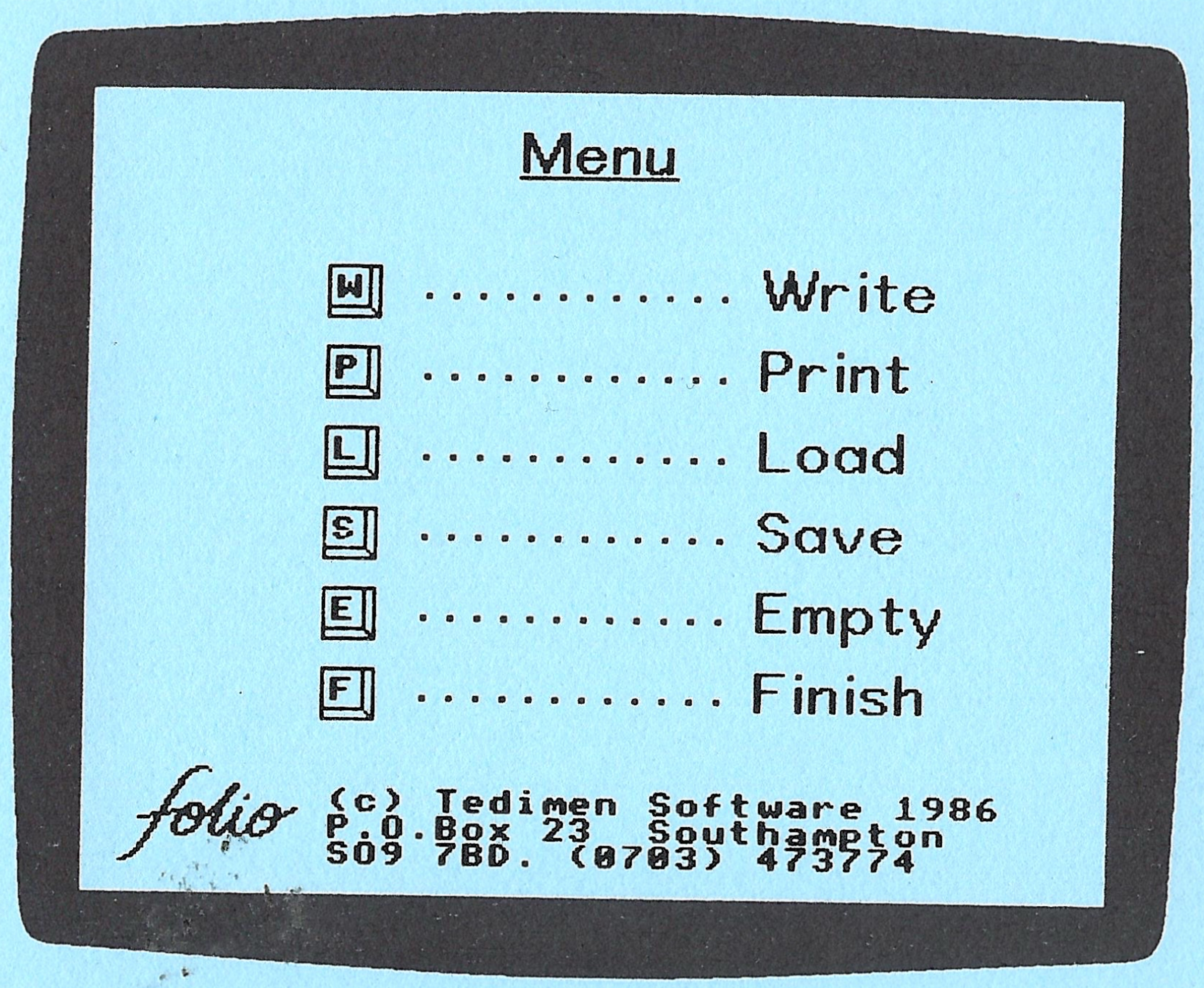
Load



You cannot load a piece of work unless the memory has been emptied or saved. Return to the menu by pressing **ESCAPE**. You may then choose to save the memory by pressing **S** or empty the memory by pressing **E**.

Press **ESCAPE** to return to the Menu at any time.

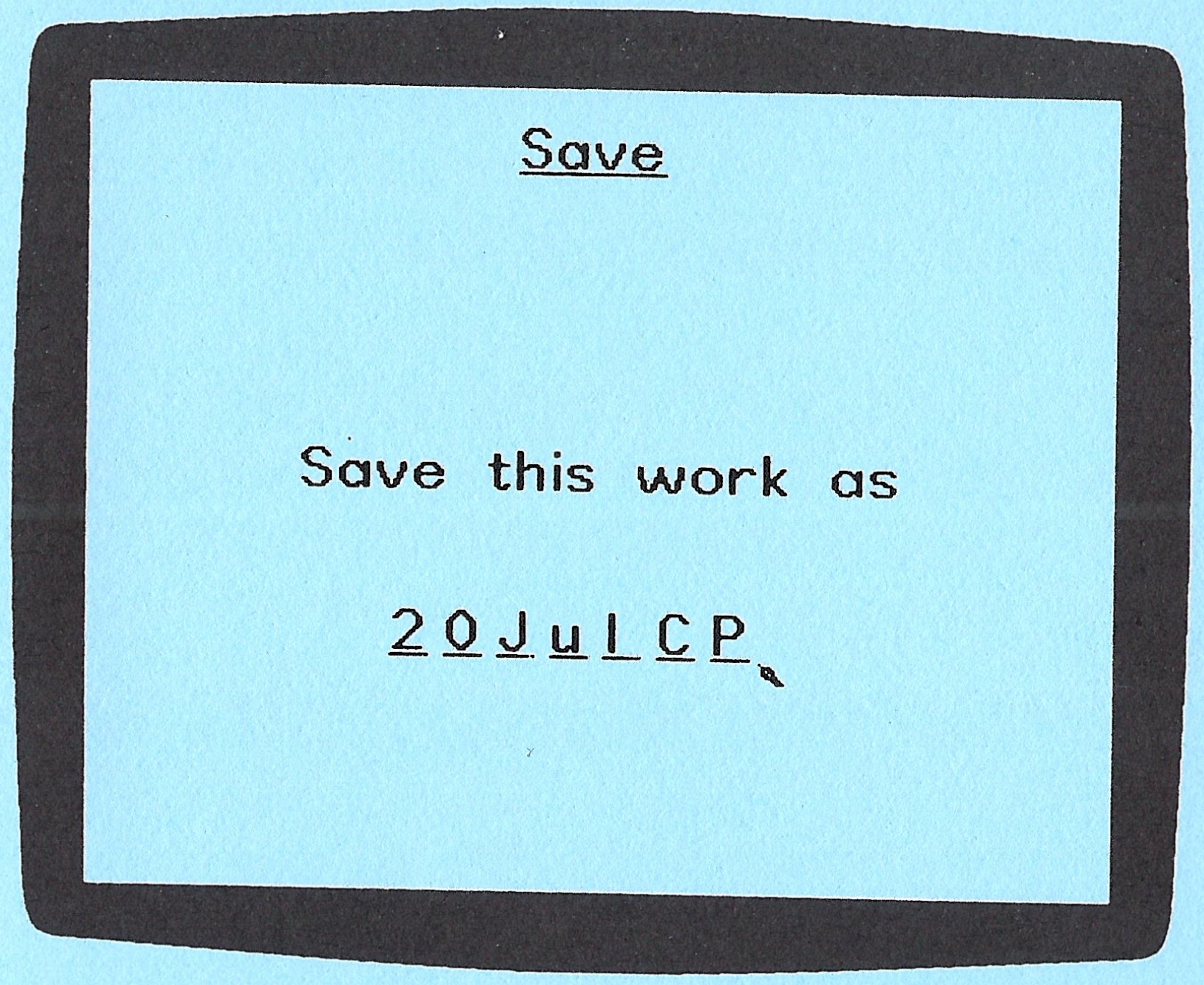
Save



To save your work, return to the menu and press **S** from the Menu screen.

Press **S**

Enter a name of up to seven letters and then press **RETURN**. This will be the file name used to store your work on the disc.



Technical Note

The text you have written is considered to "belong" to the editor program which is the "E" file on the disc. When you press ESCAPE to return to the Menu, the editor is saved on disc with your text inside it. This has various consequences.

(1) If you switch the computer off after returning to the menu without using Finish or Empty, your text will still be contained in the editor.

(2) If you are swapping discs at various times remember that Folio will save the editor onto whatever disc is in the drive when you press ESCAPE from inside the editor.

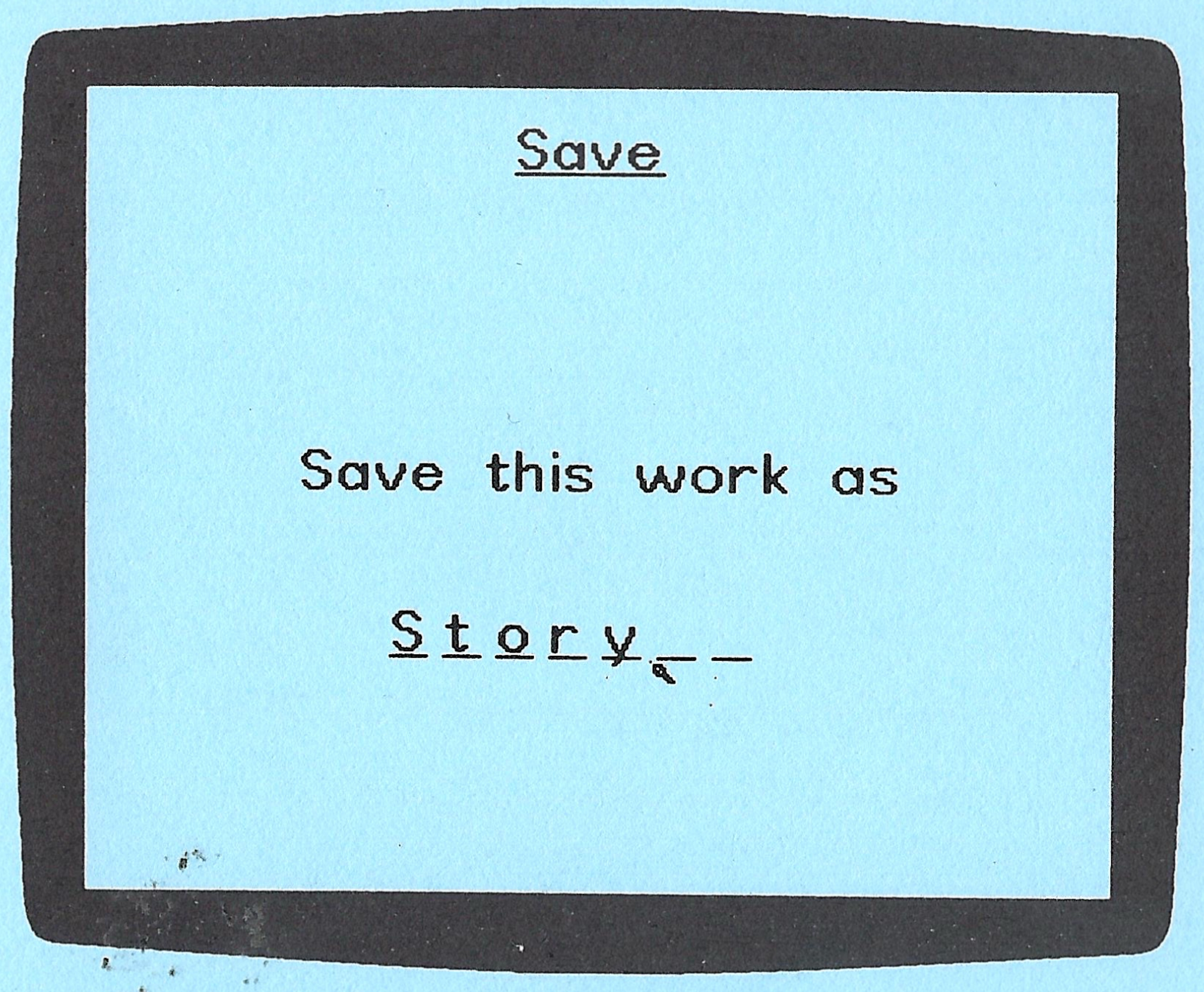
(3) Folio checks that it has found the correct editor if it considers that you would notice. For example, if you have returned to the Menu after writing some text and then insert someone else's disc, pressing P will give a "wrong editor" error. This is because Folio assumes you are trying to print what you have just written which is saved on the disc you have just removed!

(4) In contrast to the above, if you had saved whatever you were writing and then inserted someone else's Folio disc and loaded a file from there, Folio would not complain.

Managing Your Files

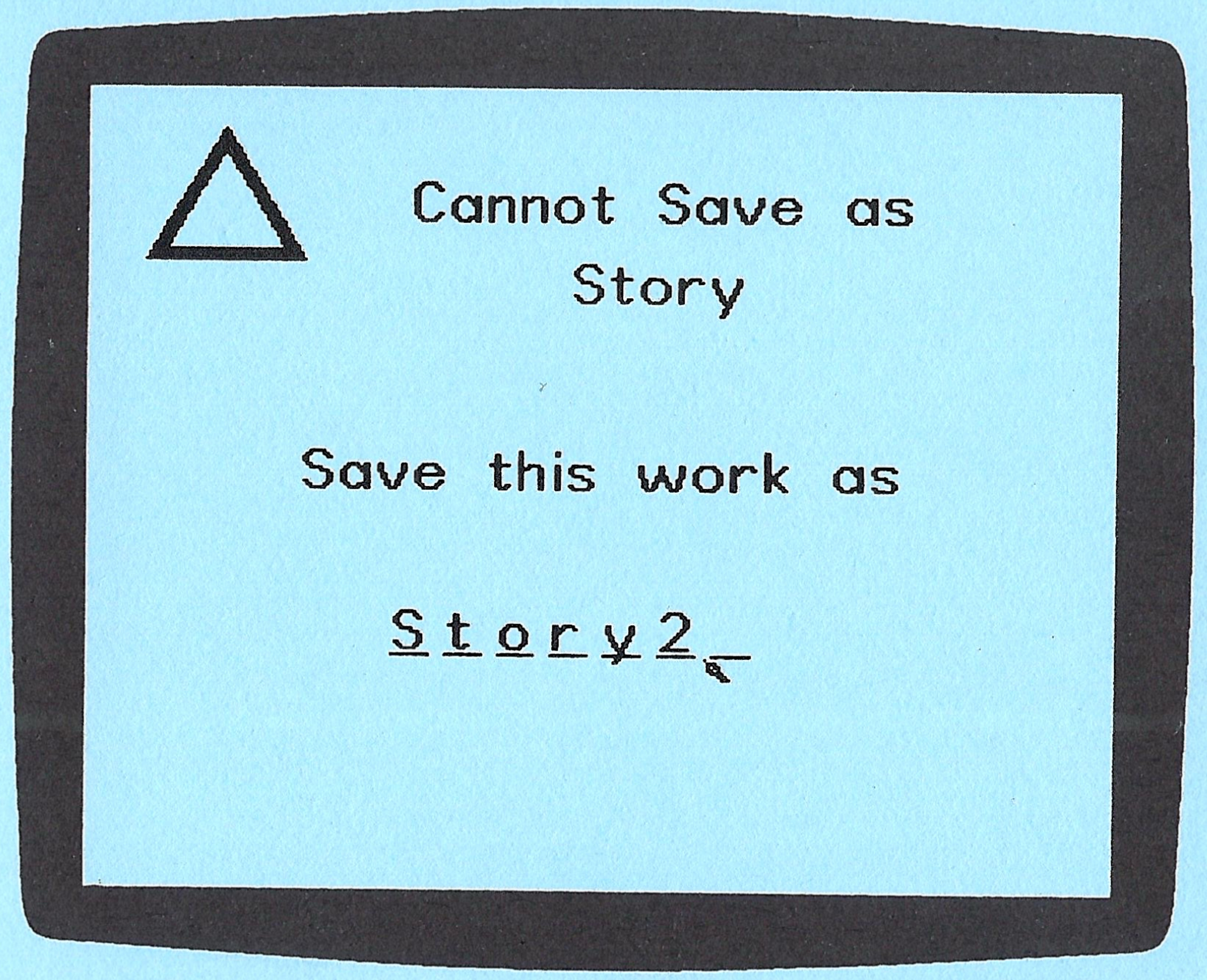
After you have been using Folio for some time, you may get an "error screen" informing you that the catalogue or disc is full.

You will have to make space on the disc or create a new Folio disc (see **Disc Management** pp. 75–85). If you require technical assistance to do this, return to the Menu and switch off the computer – DO NOT USE FINISH as this would destroy your work. What you have written is saved on disc already, switching off the computer will keep this copy safe (see technical note above).

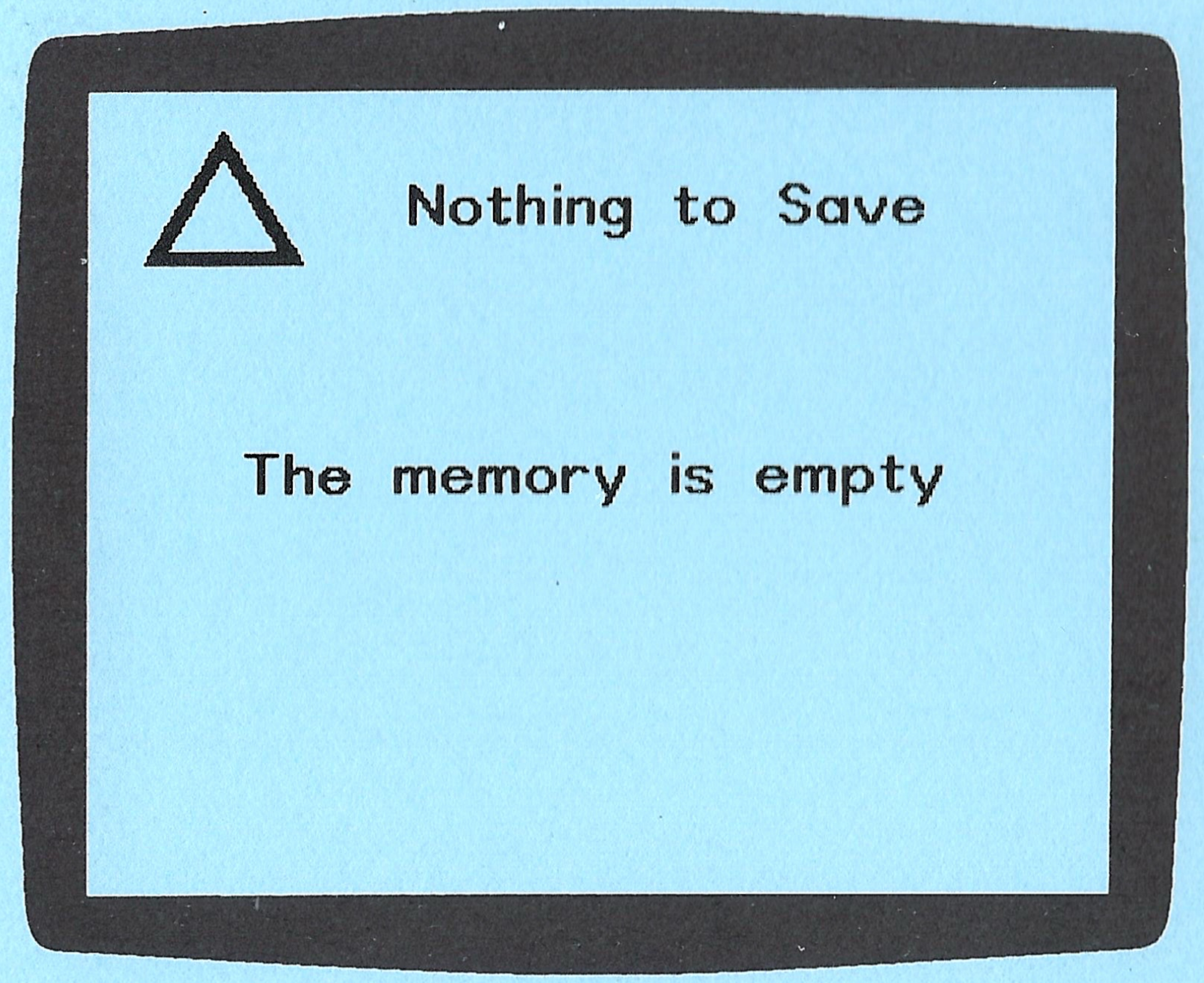


If you use a name which has been used before on this disc, you will be asked to choose another name. This ensures that the previous work will not be lost.

(Note that it is possible to update a piece of work by loading, revising and then saving it using the same name.)



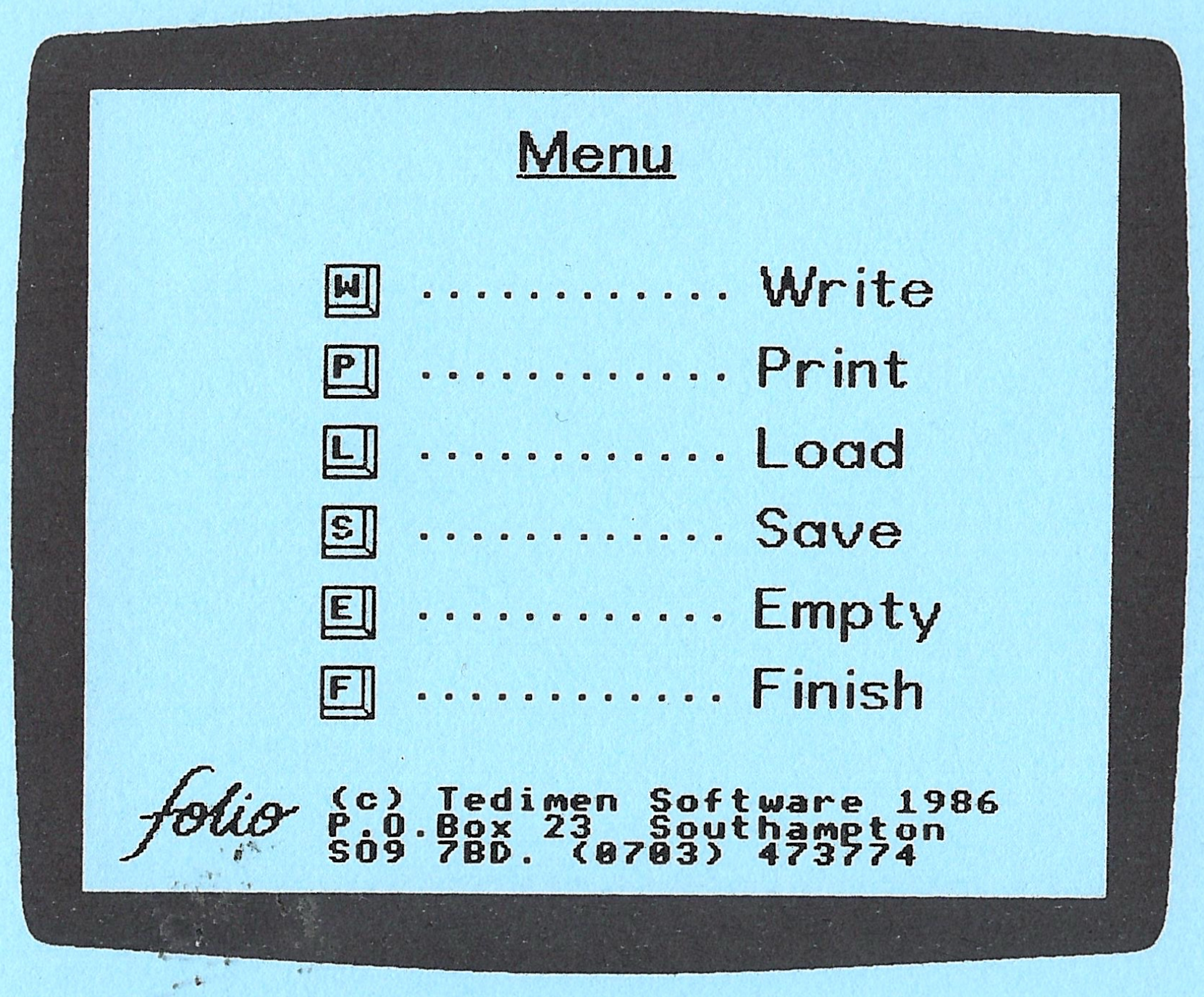
Save



If you have not loaded or written anything, you will have nothing to save. To return to the menu press **ESCAPE**.

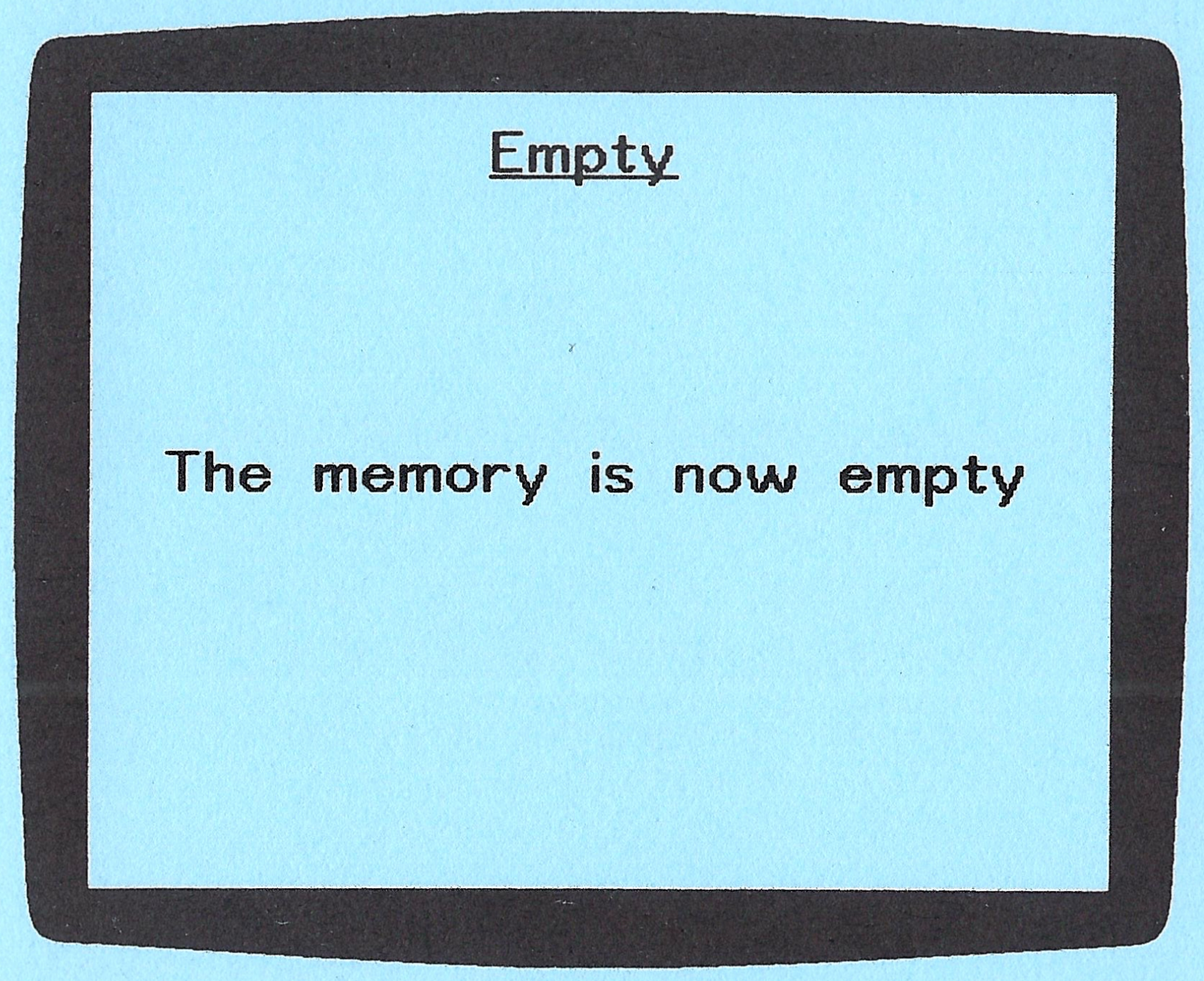
Press **ESCAPE** to return to the Menu at any time.

Empty

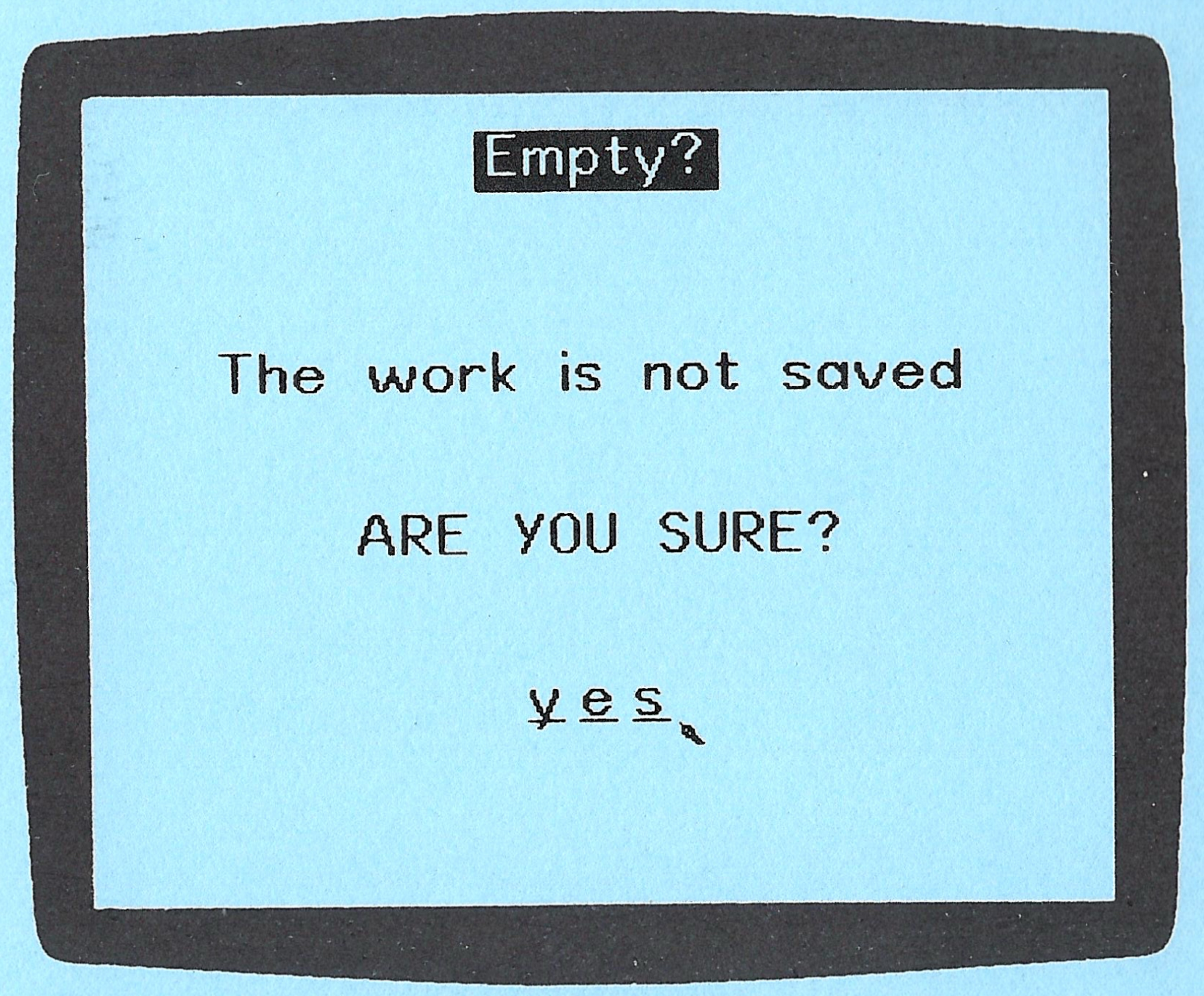


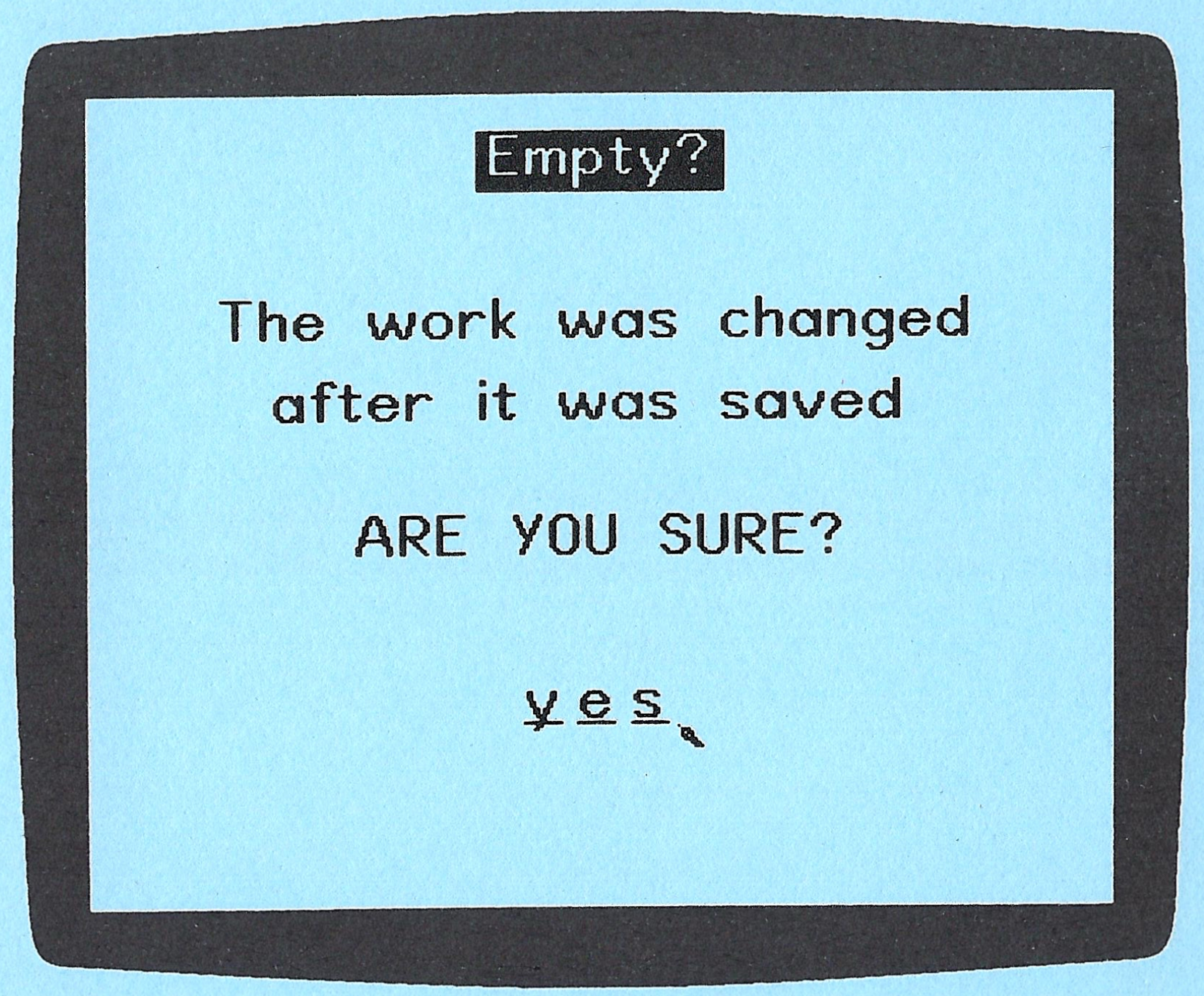
To clear the memory ready to start some new work, press **E** from the Menu screen.

Press **E**



Empty

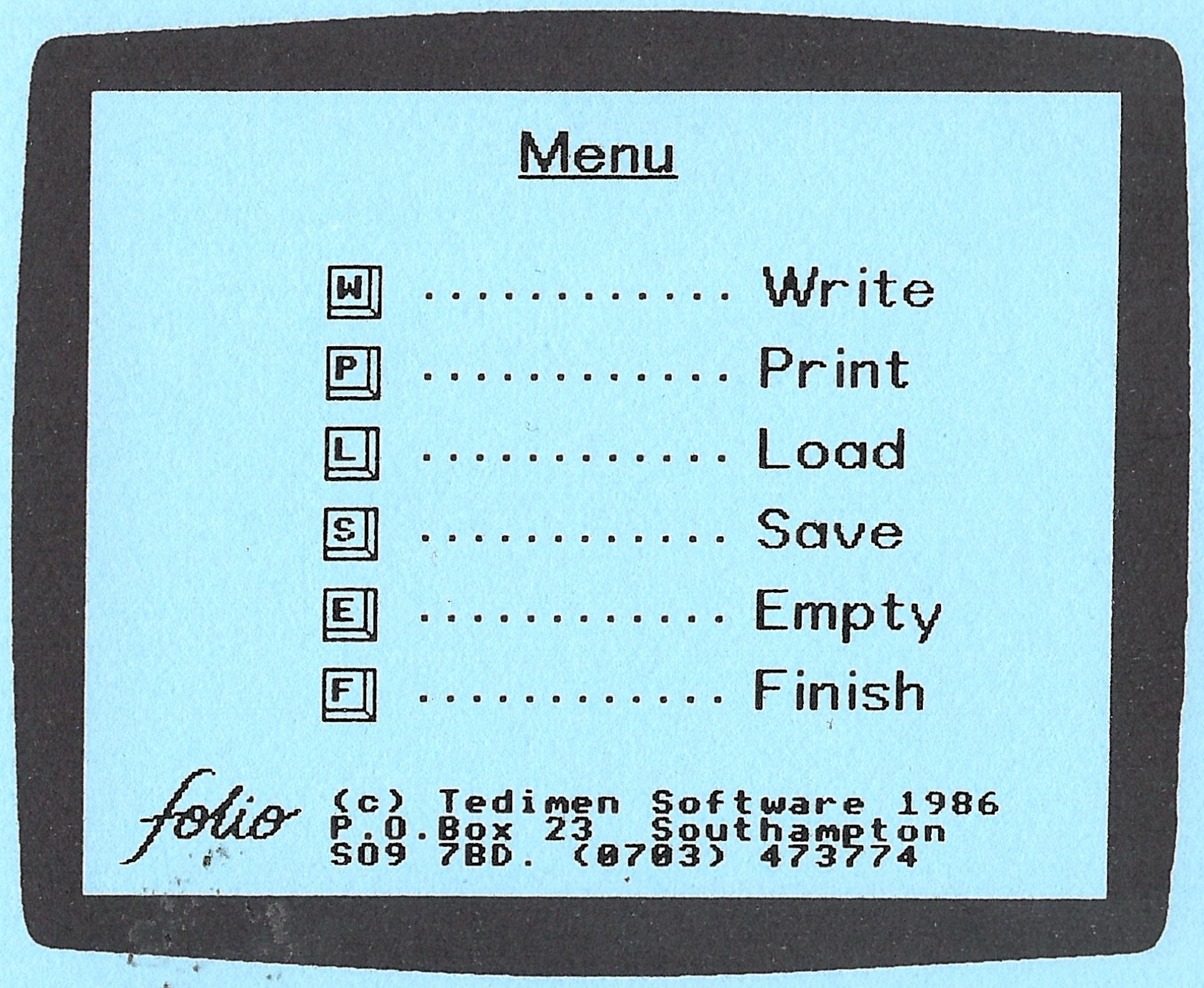




The work you have entered will be lost unless you save it before emptying the memory. Answer Y E S if you wish to empty the memory without saving it, or N O to return to the menu without losing your work.

Press RETURN

Finish

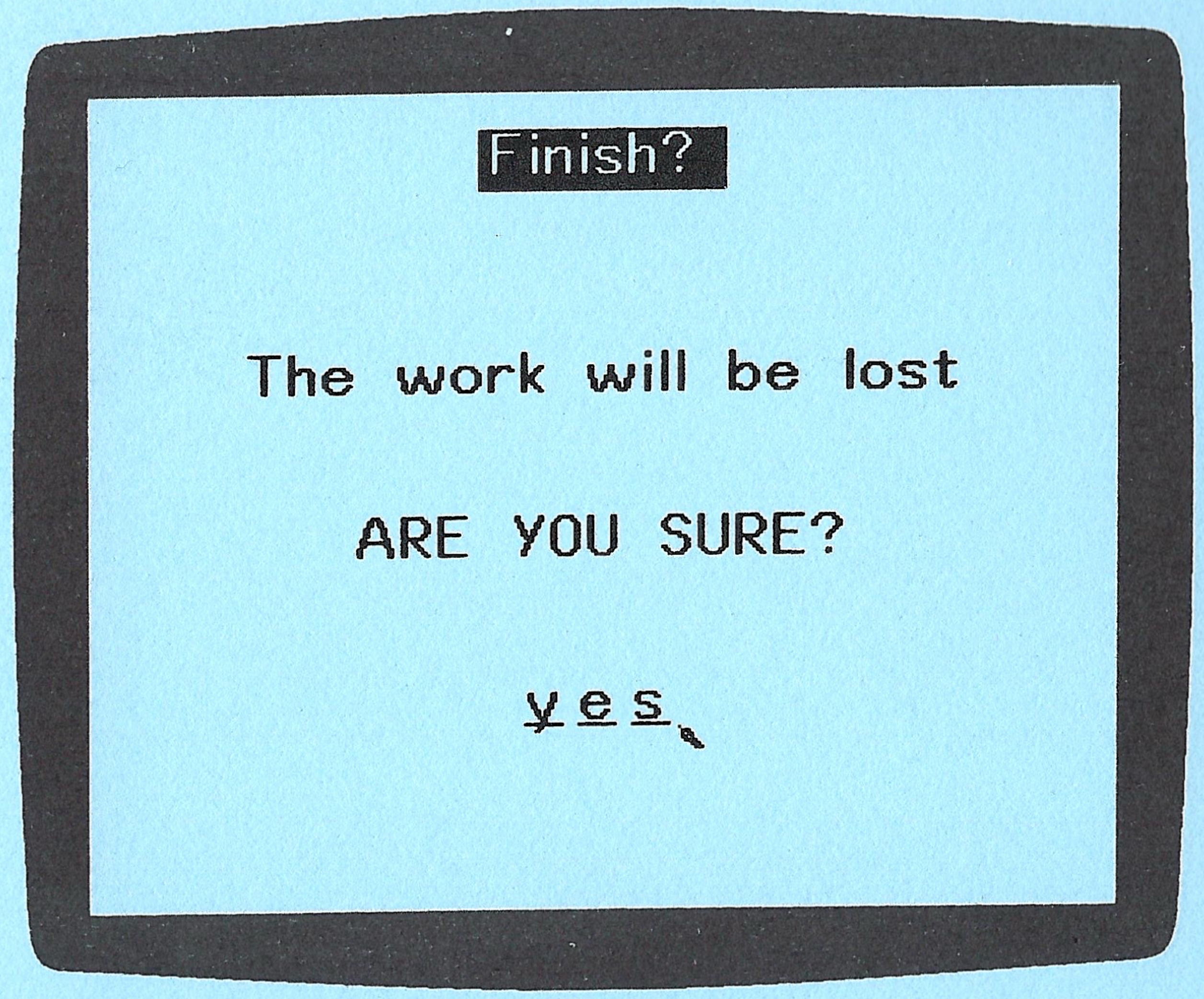


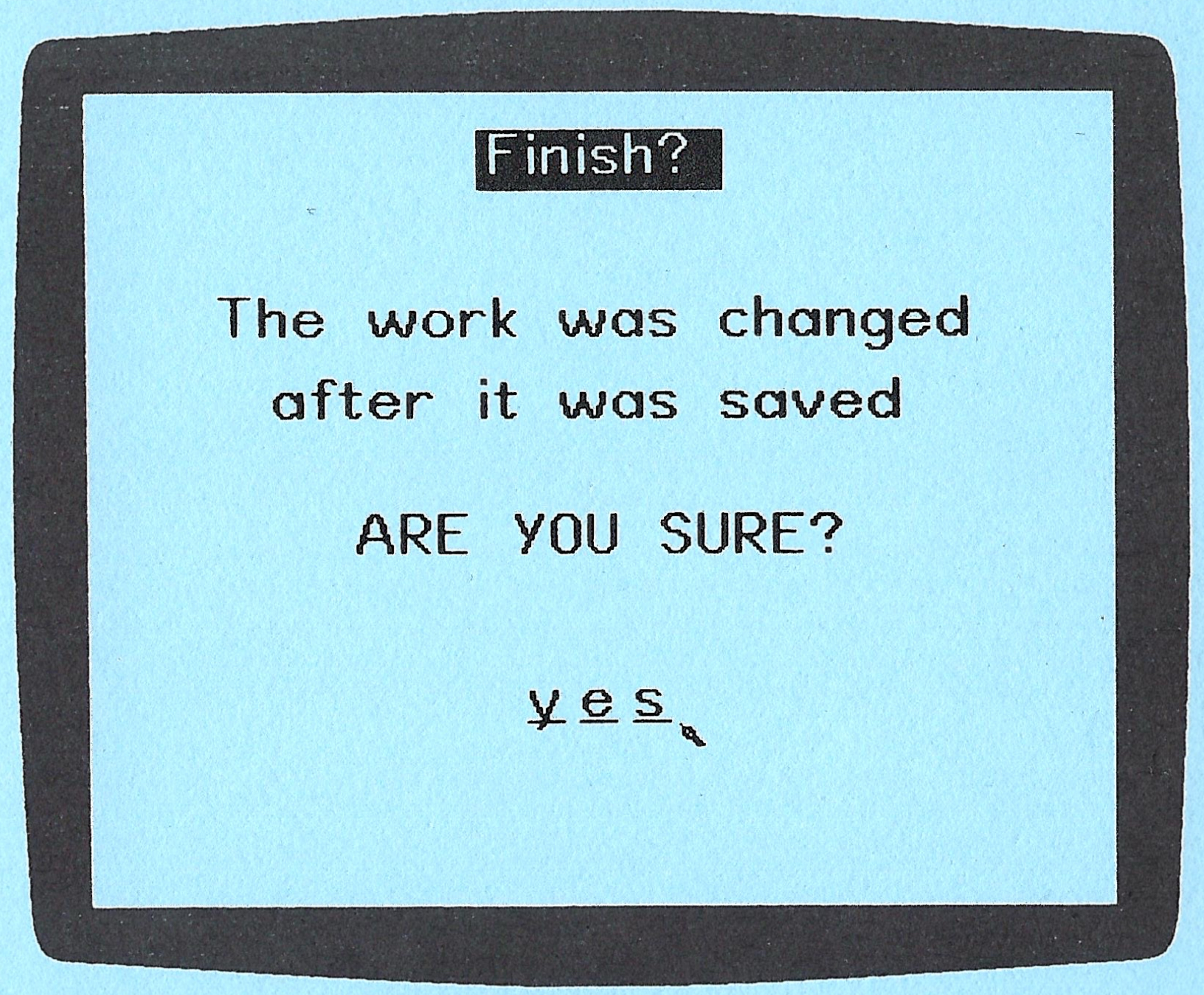
To leave Folio, press F from the Menu screen.

Press F

Depending on the current setting of the **Finish By** option, this may take you back to BASIC or another menu system (see pp. 57–59 for details of how to change this).

Finish





The work you have entered will be lost unless you save it. Answer [Y][E][S] if you wish to leave Folio without saving your work, or [N][O] to return to the menu without losing anything.

Press [RETURN]

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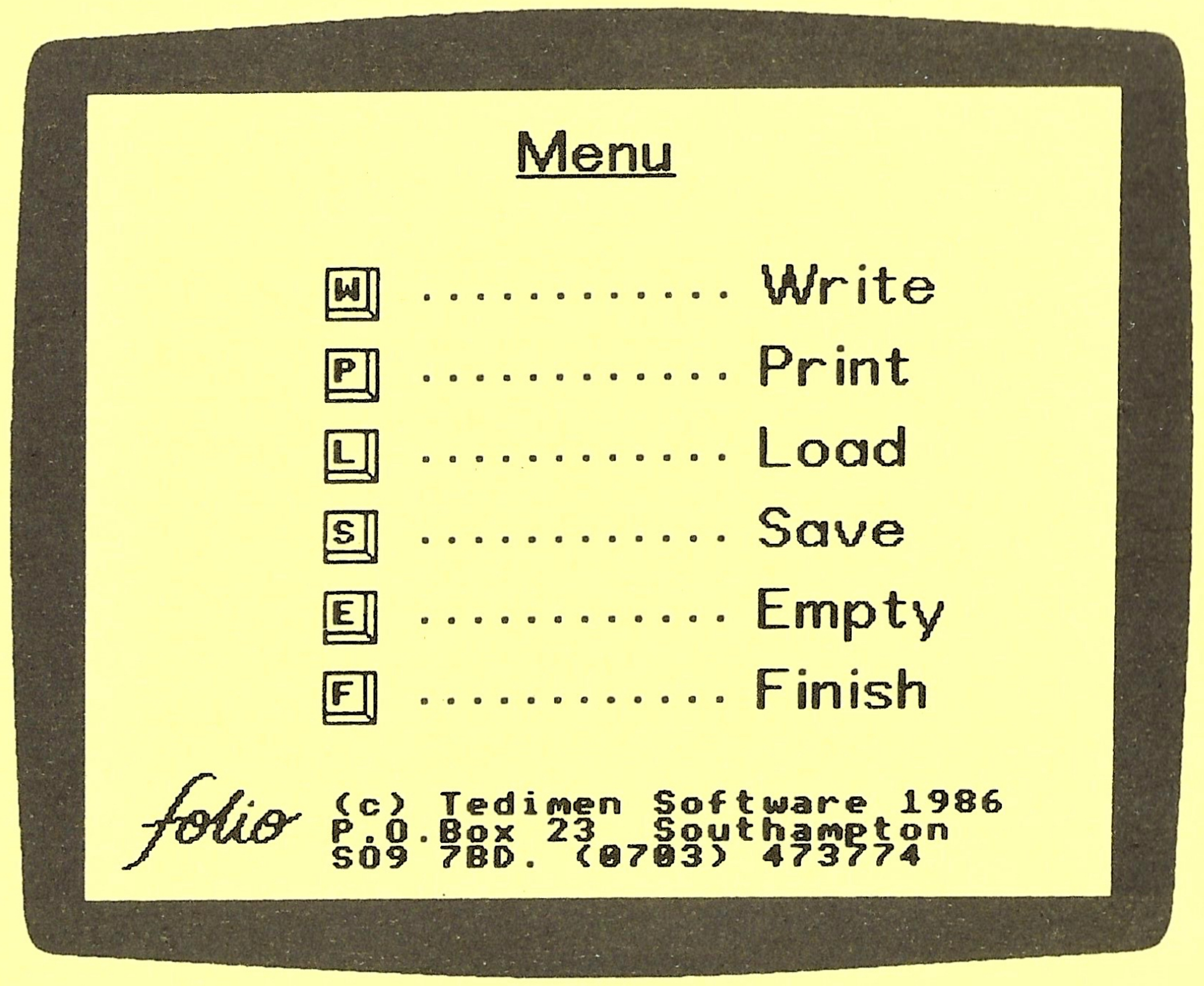
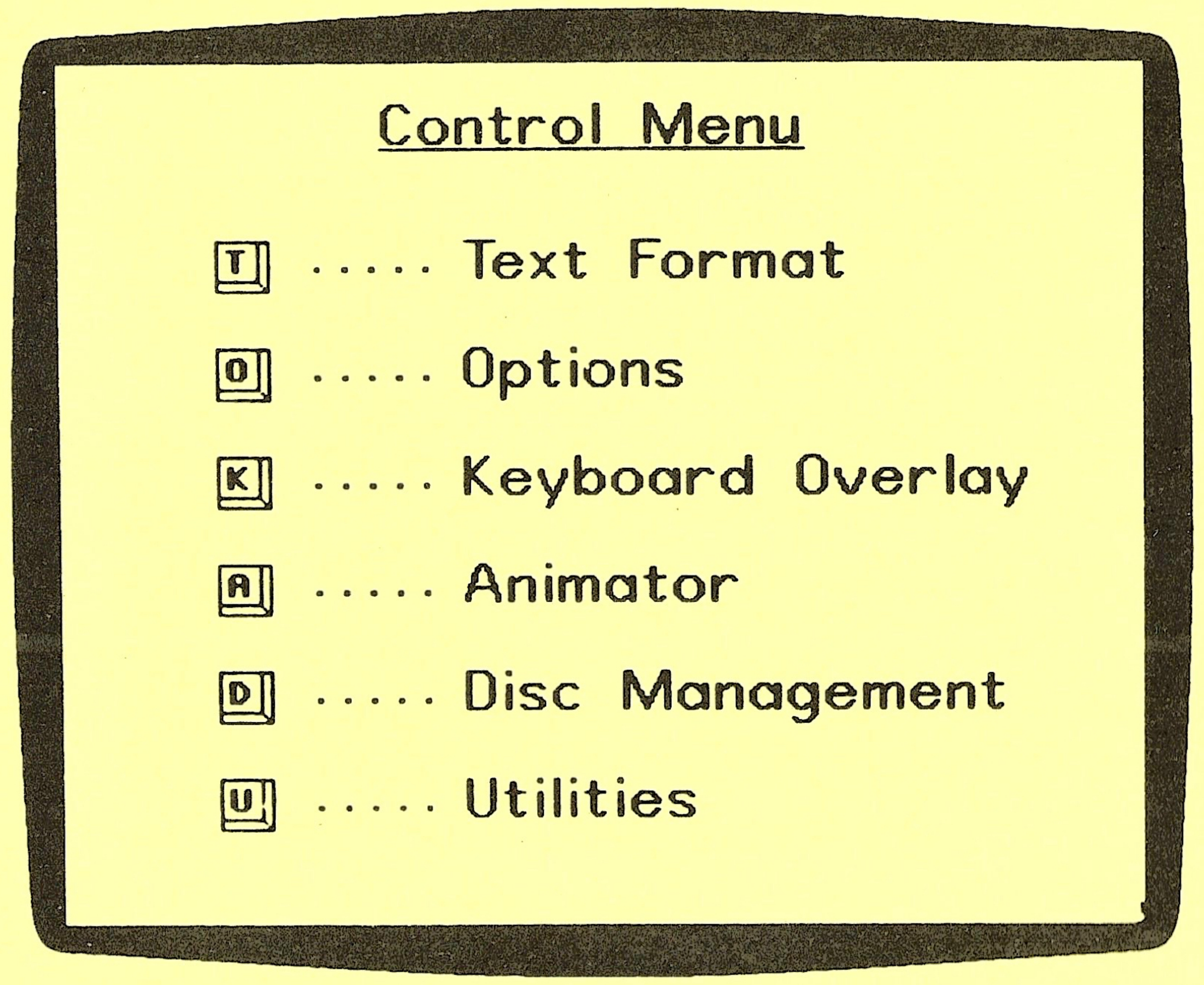
Note: access to all this section may be restricted by starting Folio with the "*F NoTAB" command. This disables [TAB] which is used to change the settings throughout this section.

Control Menu



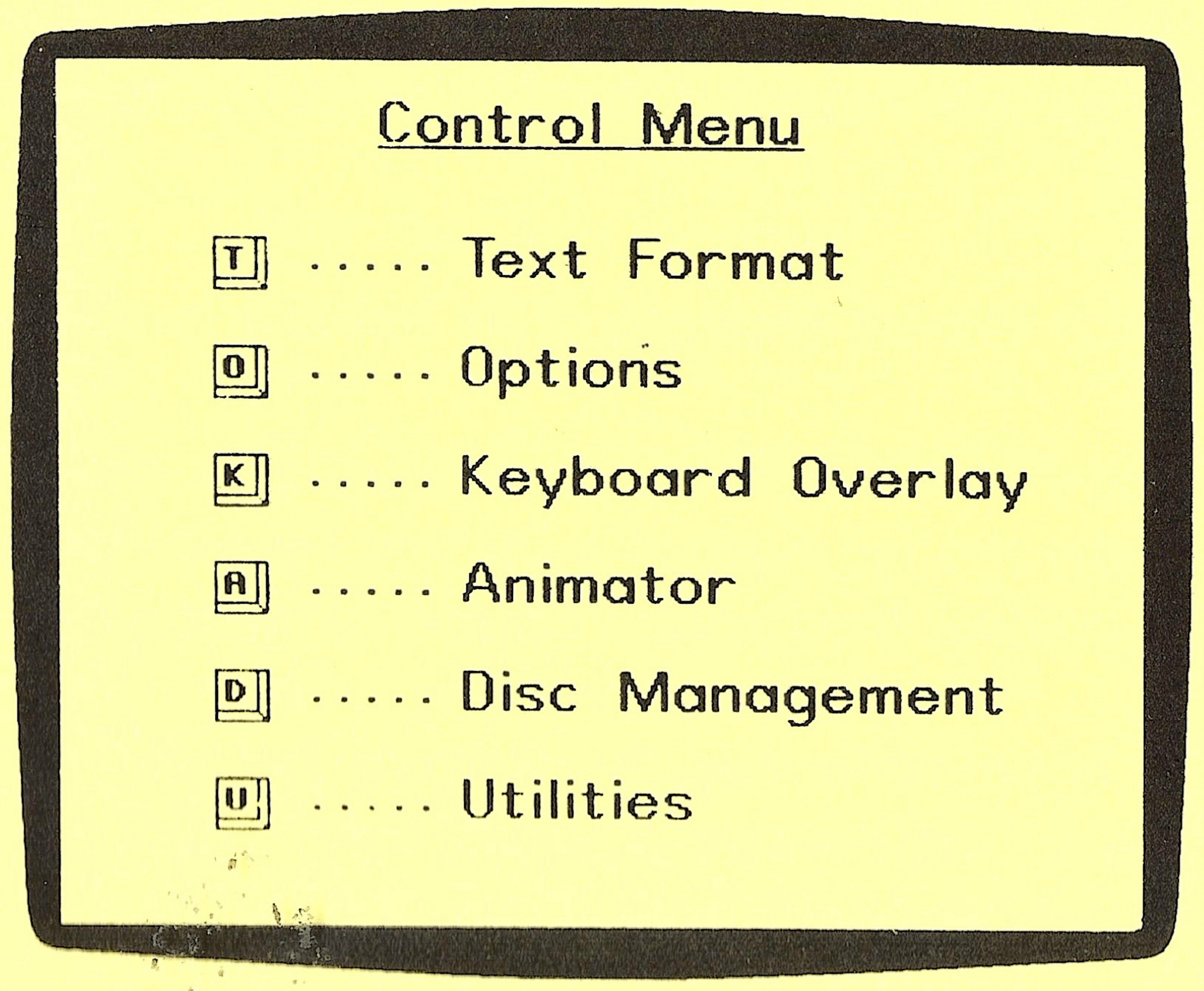
The various control facilities and other extensions to Folio can be accessed from the Control Menu. To display the Control Menu press the TAB key from the Menu screen.

Press TAB



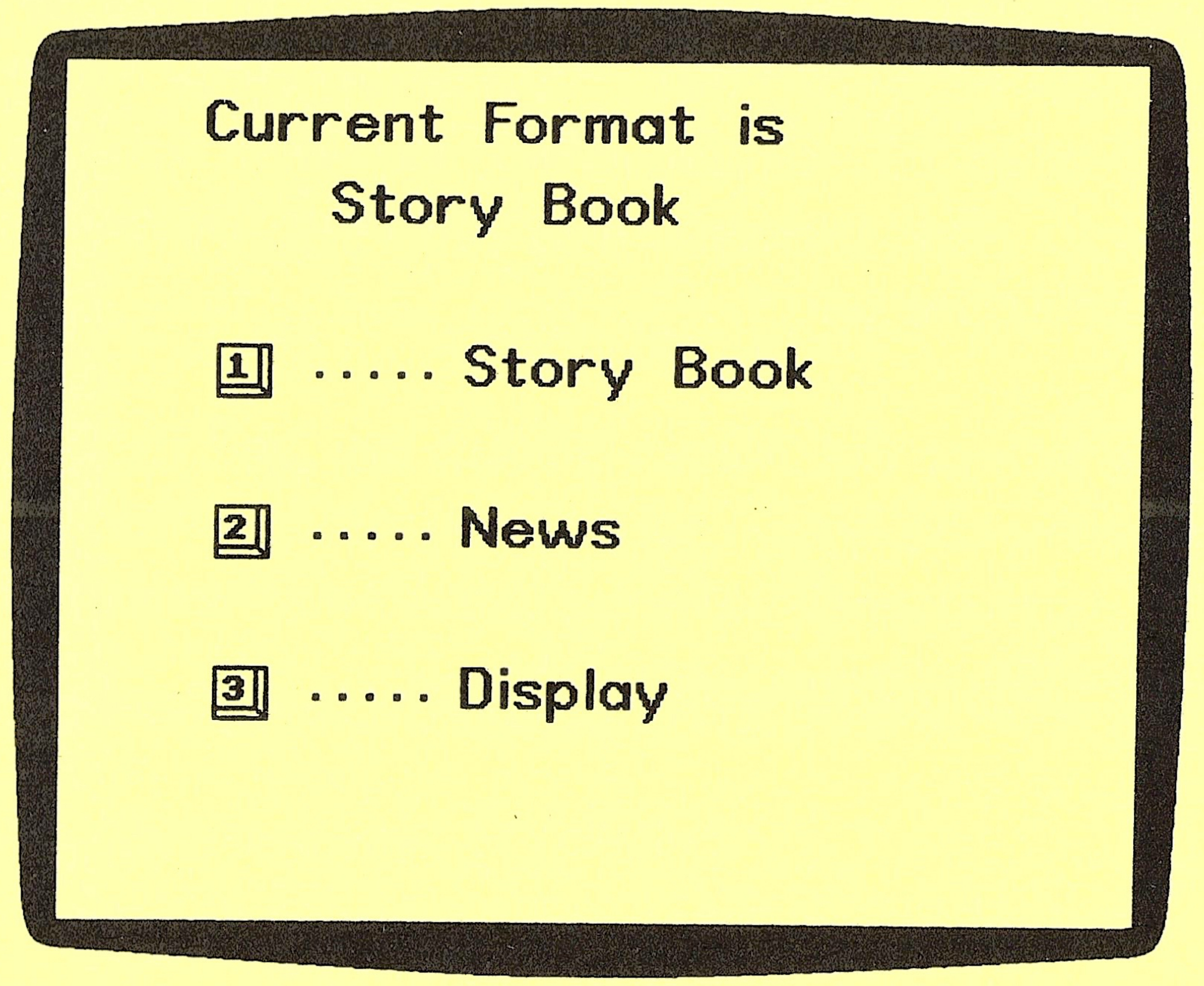
(Note that each facility of the Control Menu can be called directly from the Menu screen by holding down CTRL and pressing its first letter. For example, an alternative method for selecting the Text Format would be to return to the Menu, hold down CTRL and press T.

Text Format



Folio allows you to set up three different formats for your work, each of which can have a name. On the release disc these are called *Story Book, News* and *Display* (for details of how to set up your own formats see **Describe Formats** pp. 46–48). To see which format you are using and optionally change it, press T from the Control Menu.

Press T



To start writing in the Current Format press RETURN.

Text Format

The Current Format can be set to one of the three named formats by pressing the appropriate number key. For example, to select the *News* format press [2].

The Current Format is best thought of as being a property of the work itself.
(1) When you save your work, the Current Format is saved with the text.
(2) When you empty the memory, the Current Format is cleared.
(3) When a file is loaded, the Current Format is picked up from the file.

Consequently, it is possible that the Current Format is not one of the three named on the Text Format screen. To see the full specification of the Current Format and optionally change it, hold down [CTRL] and press [F] from the Menu screen. Changes made to the Current Format have no effect on the named format itself. The named formats are best considered as generic types which can be easily tailored to suit a particular piece of work as illustrated by the following example.

We decide to write a page for the School Magazine and select the *News* format available on the Release Disc when we start writing. After finishing the article we find that one column has 36 lines while the other has only 26. To balance up the columns, we decide to reduce the lines per page to 31. To achieve this, we return to the Menu, hold down [CTRL] and press [F] (to display the Current Format settings), use [SPACE] to move the highlight onto "Lines per page" and [<] to reduce the number of lines to 31. On returning to Write we see immediately from the page icon that the columns are now balanced and we use [CTRL] [COPY] to print the page.

The next time we select the *News* format we will be presented with a 36 line page because the *News* format remains unchanged. In contrast, we may want to permanently change the *News* format. This is given as an example in **Describe Formats** pp. 46–48.

Options

Control Menu

[T] ..... Text Format
[O] ..... Options
[K] ..... Keyboard Overlay
[A] ..... Animator
[D] ..... Disc Management
[U] ..... Utilities

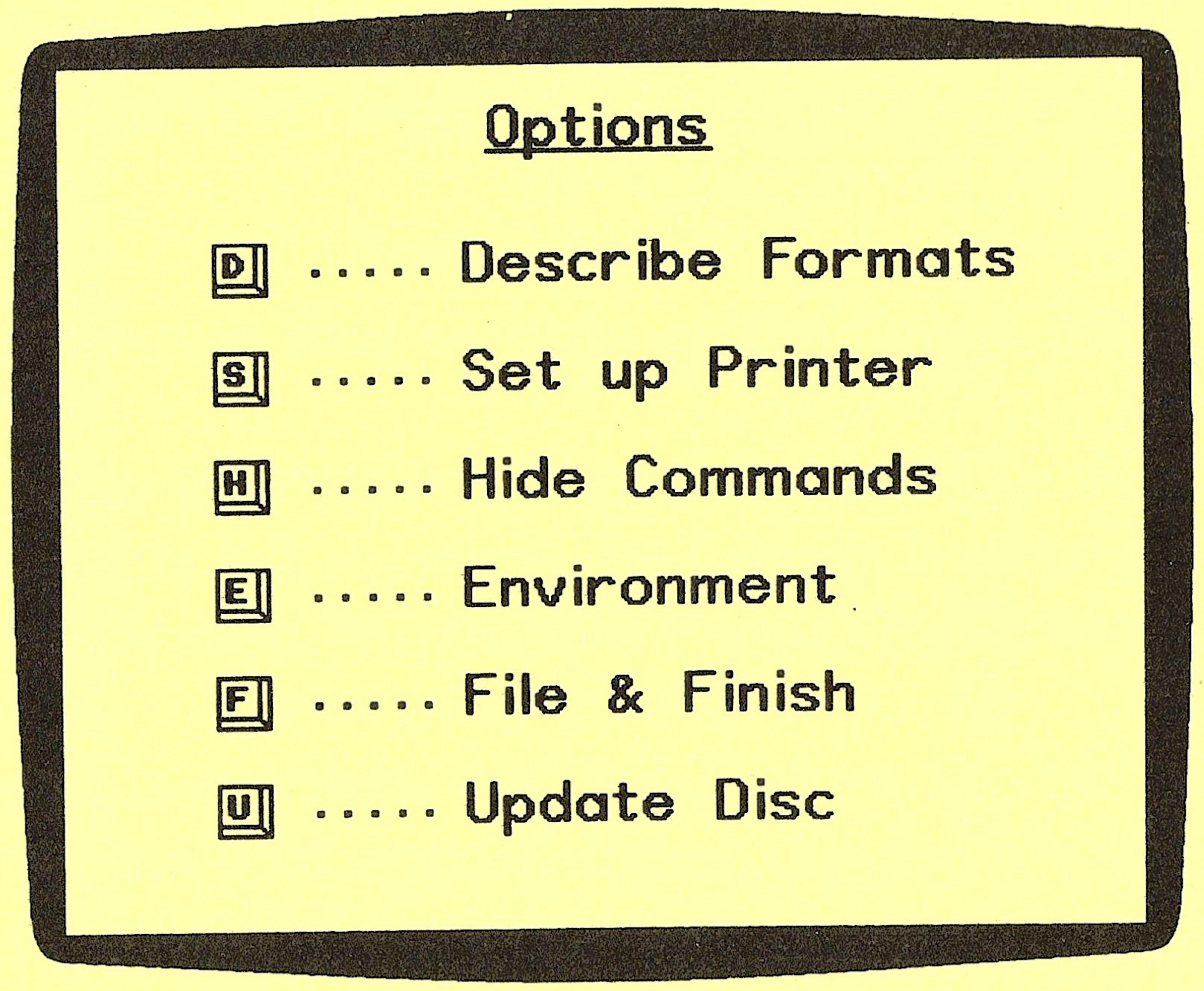
The various options allowing you to control the exact behaviour of Folio are selected from the Control Menu by pressing [O].

Press [O]

Options

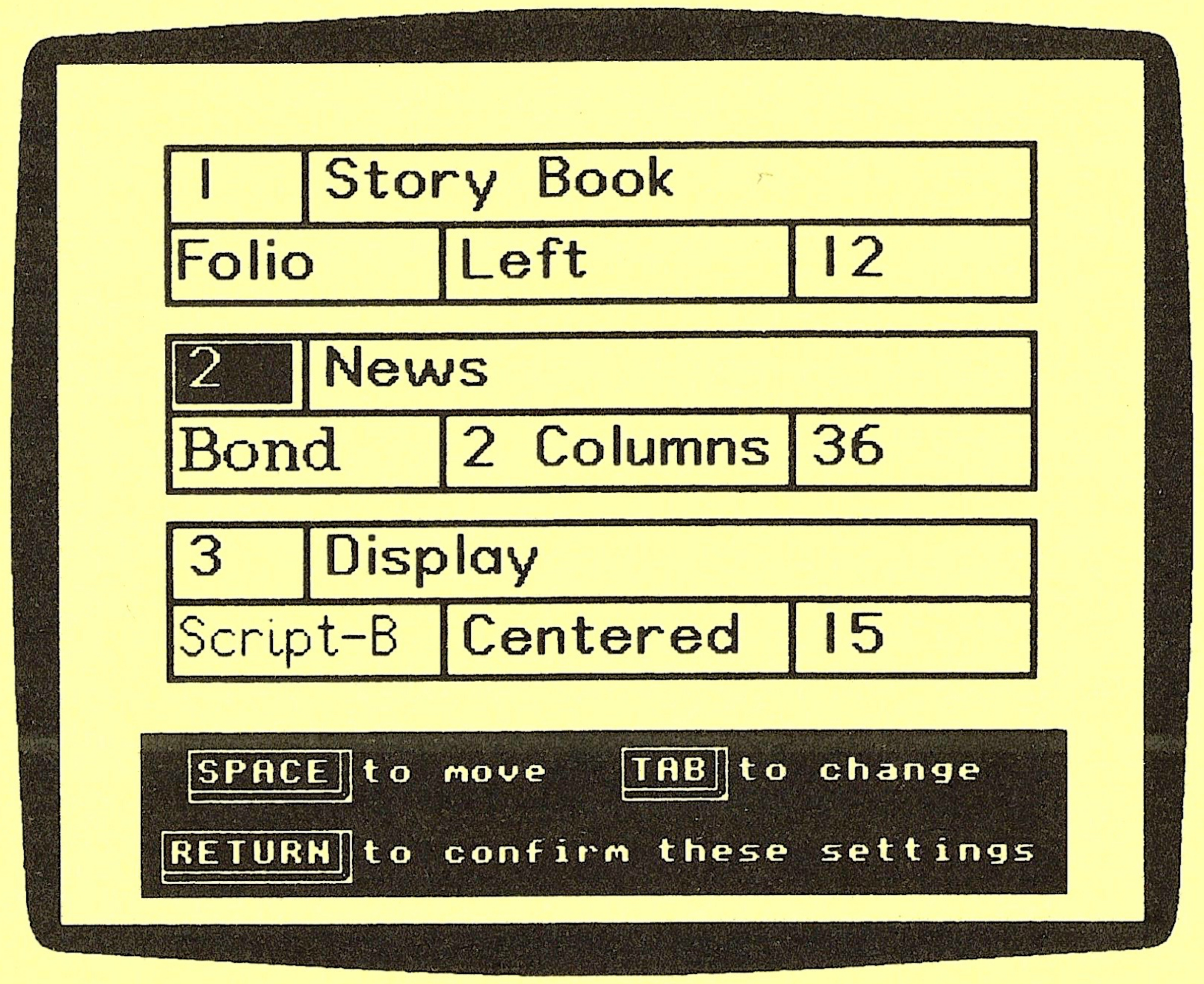
[D] ..... Describe Formats
[S] ..... Set up Printer
[H] ..... Hide Commands
[E] ..... Environment
[F] ..... File & Finish
[U] ..... Update Disc

To return to the Menu press [RETURN].

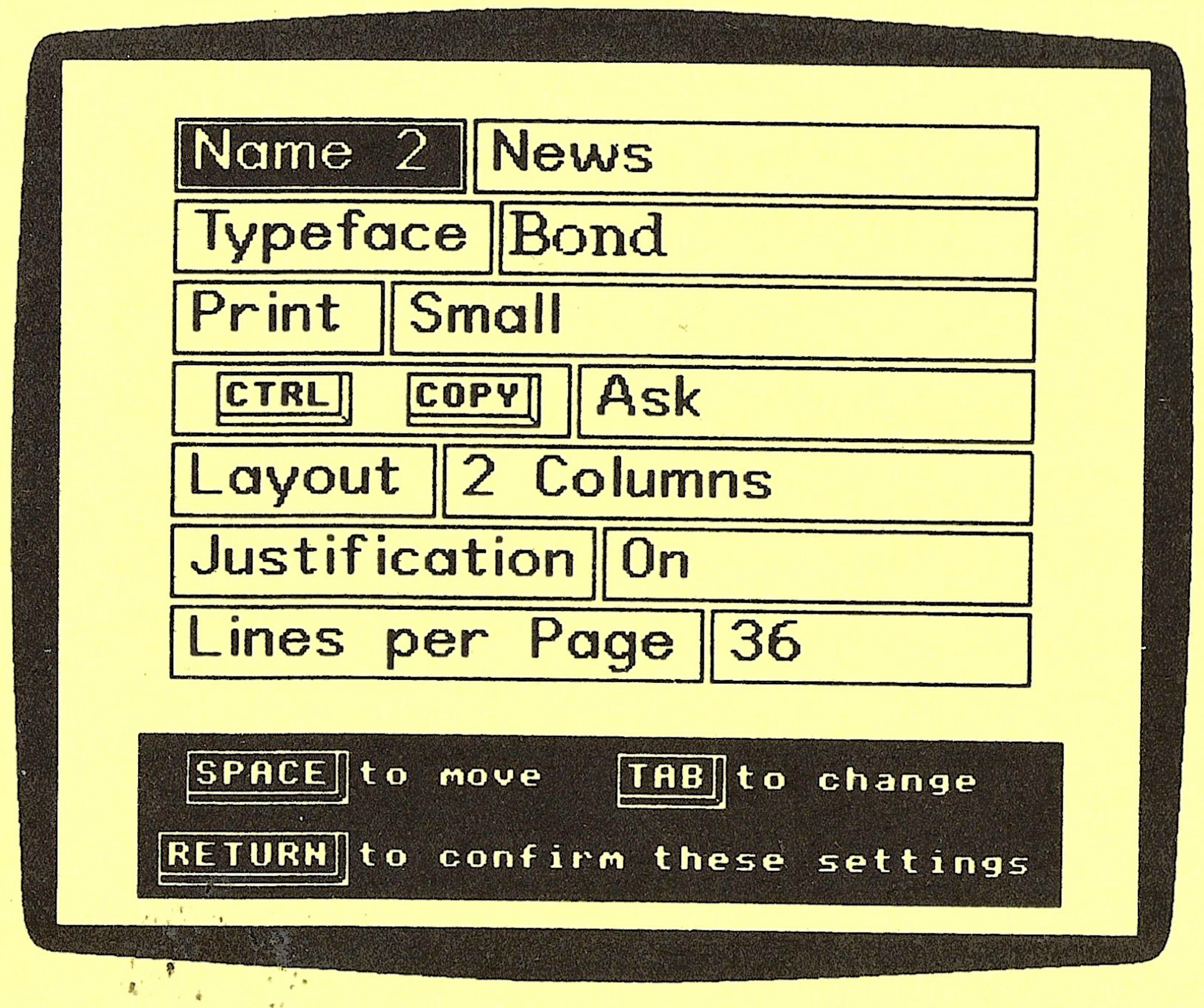


To see the exact specification of the three named formats and optionally change them, press D from the Option screen.

Press D



To return to the Option screen leaving the formats unchanged press RETURN. To change one of the formats, use SPACE to move the highlight onto the chosen format and press TAB.



To alter the specification use SPACE to move the highlight onto the chosen item and press TAB to change it. A description of each component of the format is given below.

Name
The format is given a name to simplify selection. This will appear on the Text Format screen. Pressing TAB allows you to change the name to one of your own choice. (Note that DELETE, CTRL DELETE, and _ may be used.)

Typeface
This displays the font which the format uses. The range of fonts available can be seen by using TAB to move round the list. This will access the font file on the current disc. (Note that **Make New Disc** (see p. 85) allows you to create discs which do not have access to all the fonts. As a result there may be any number of fonts from 1 to 255. < and > allow you to move backwards and forwards through the list.)

Print (Small/Medium/Large/Ask)
This controls what happens when P is pressed from the Menu screen. Your work will be printed either in small, medium or large sized letters, or you may defer the choice until later. As CTRL P from the Menu will always ask for a size, any setting is easily overridden. Typically this would be set to the most commonly used size for this format and overridden by using CTRL P when necessary.

Describe Formats

CTRL COPY (Small/Medium/Large/Ask)
This controls what happens when CTRL COPY (single page print) is pressed from the Write section. See Print above for more details.

Layout (Left/Centred/2 Columns/3 Columns)
This controls the position of the text on the paper. Setting this to Left would print the text against the left margin and is designed to be used when the paper is to be cut and mounted. Centred will position the text in the middle of the paper. The two and three column layouts will only print the columns across the page when the small print size is used. Other sizes of print would cause the columns to be printed sequentially.

Justification (On/Off)
When this is set to On the text will be micro-justified on the screen and the printer. The exact behaviour of the justification is dependent on the character set in use. For example, the Script font only introduces space between the letters as a last resort. Note also that some fonts include a "pad" character (a fixed size space) on the ~ key and this will not change in size.

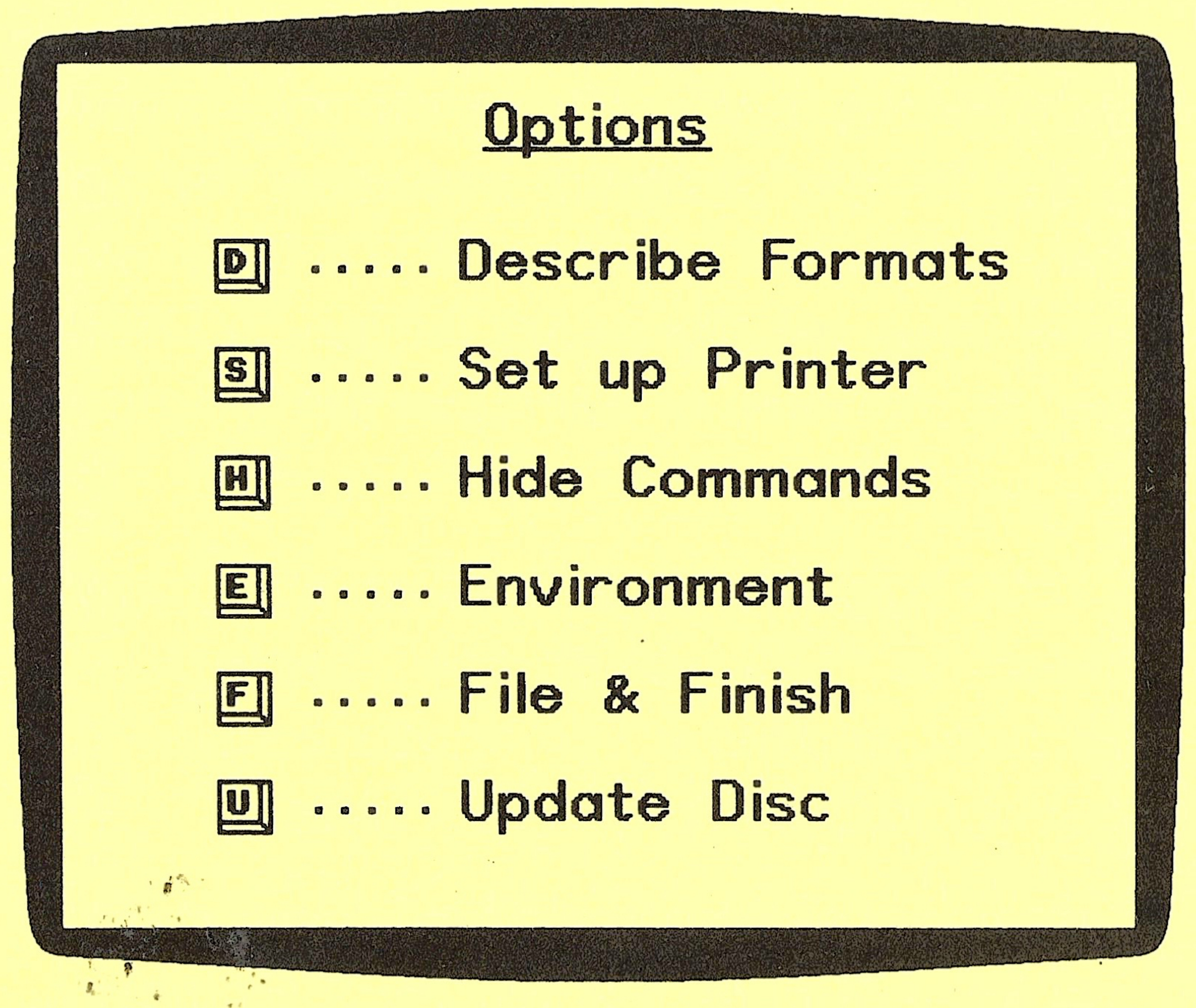
Lines per page (8 . . . 36)
This controls the number of lines of text printed on each page and is also illustrated on the screen by the page breaks and page icon (see also **Set Up Printer** pp. 49–50).

If you want to make a temporary change to the format, see pp. 43–44. Changes to the named formats have the following characteristics. The Current Format will only be changed if you select one of the revised formats, for example from the Text Format screen. Any changes you make will be lost when you exit from Folio unless you use the **Update Disc** facility (see pp. 60–61).

The following example illustrates how the named formats may be changed. We decide to change the font used by the News format, on the Release Disc. To do this, we return to the Menu, hold down CTRL and press O (to jump directly to the Options), then select "Describe Formats" by pressing D. To move the highlight onto "News", we press SPACE, and to change it we press TAB. Finally we press SPACE to select "Typeface" and then use TAB to find the font we have chosen.

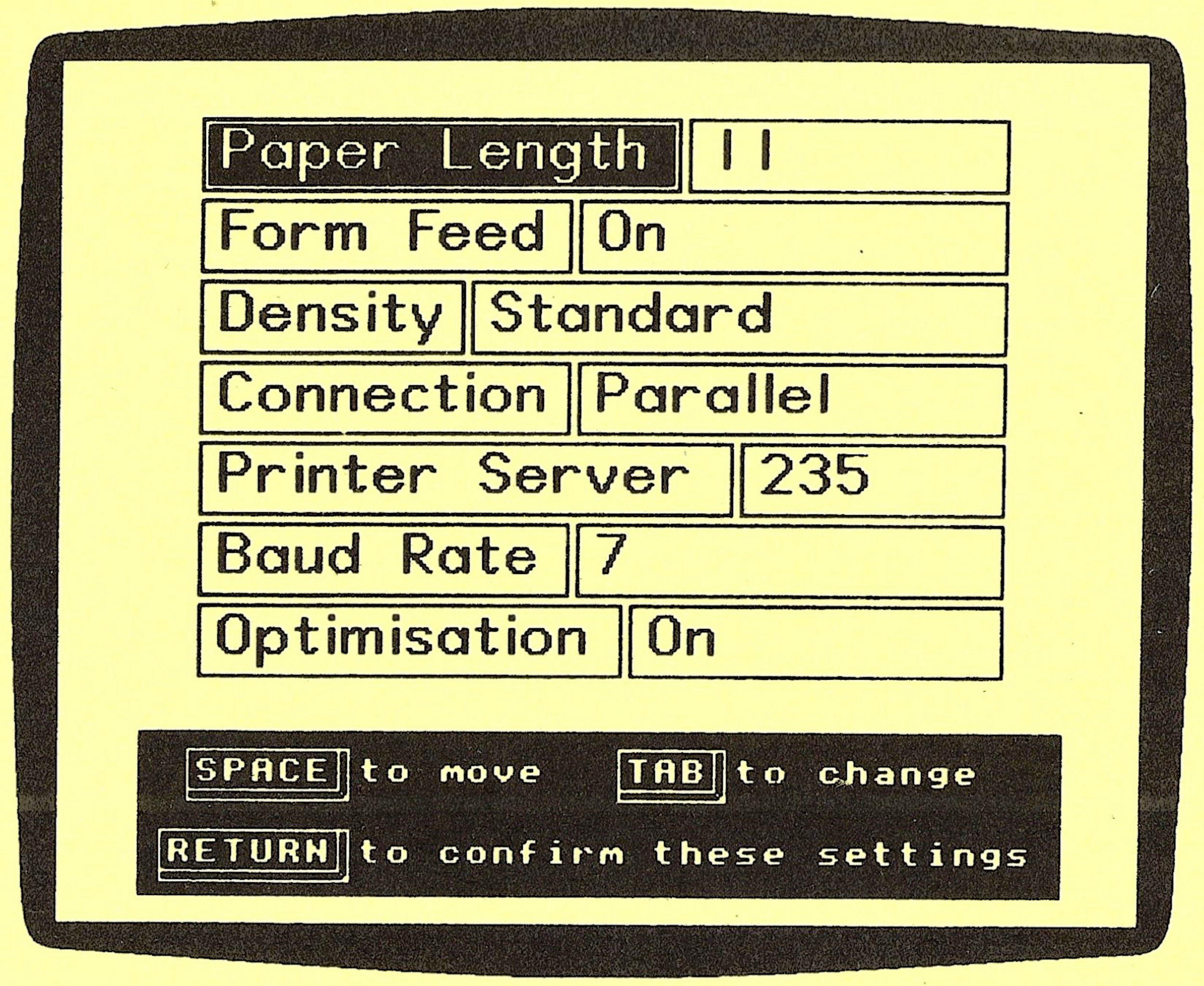
Having changed the News format, we need to update the disc with this information or it will be lost when we exit from Folio. To do this, we press RETURN to go back to the Describe Formats screen. RETURN then takes us back to the Option screen. Pressing U selects the Update Disc option which we can then confirm by typing Y E S and pressing RETURN.

Set Up Printer



To specify the way Folio prints, press S from the Option screen.

Press S



To return to the Option screen leaving the settings unchanged press RETURN.

Set Up Printer

Paper Length (in inches)
To allow Folio to skip the perforations on your stationery the paper length should be set to the distance between the perforations (most computer stationery has holes punched at 0.5 inch intervals). If you are using a roll of paper then set the paper length to "Roll". (Note that [>] and [<] can be used to increase or decrease the length respectively.)

Form Feed (On/Off)
If you want each Folio page to be printed on a separate sheet of paper, set the "Form Feed" to "ON". With the "Form Feed" in the "OFF" position Folio will print as many "computer pages" as it can fit on a single sheet of paper before starting a new sheet.

Print Density (Standard/Double strike/Triple strike)
The quality of the printout can be significantly improved by making several passes over the line. However, the penalty for this extra quality is a reduction in print speed. Double strike takes twice as long, Triple strike three times as long! (Triple strike is particularly useful if the printout is to be photocopied or the printer ribbon is well used.)

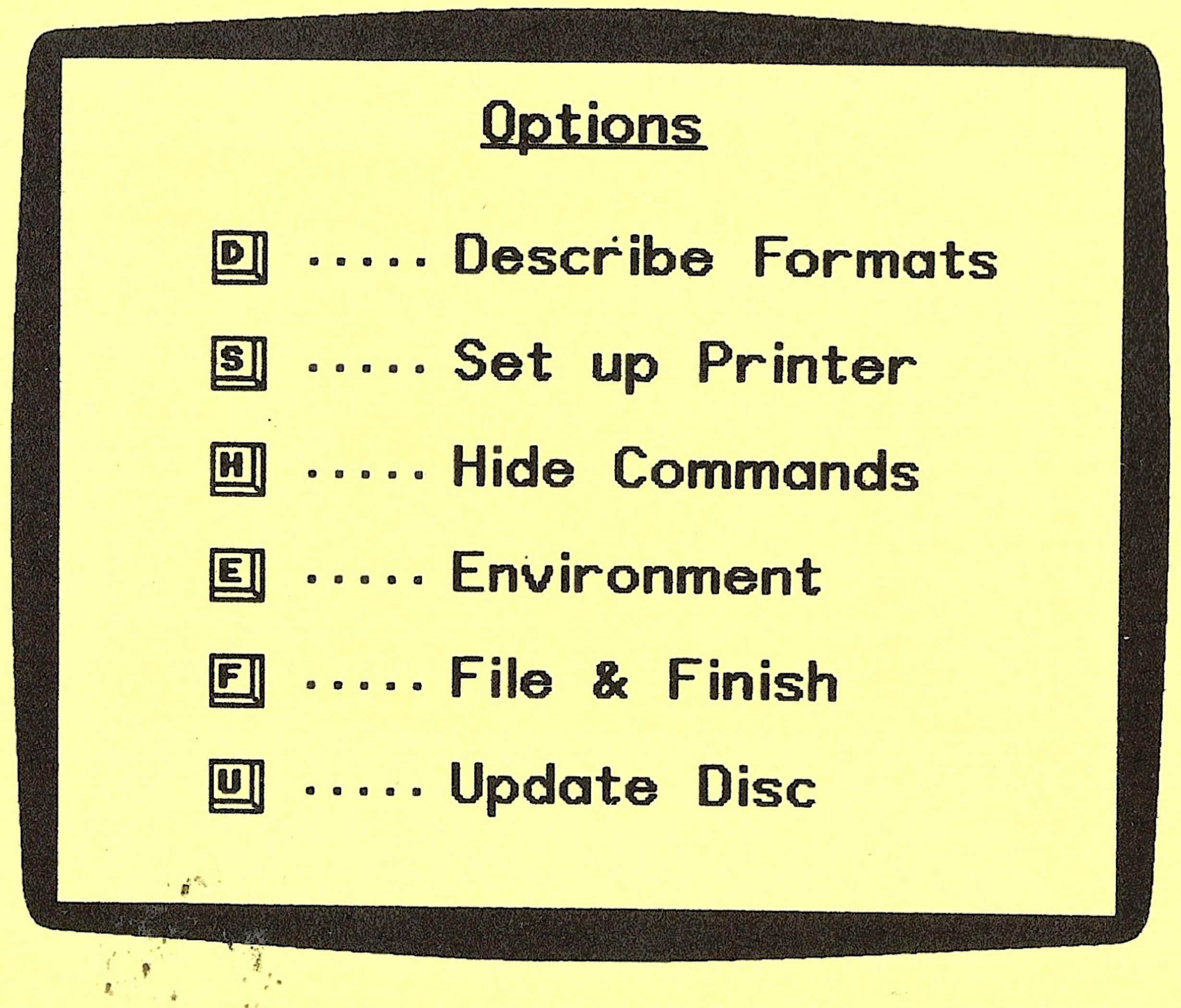
Connection (Off/Parallel/Serial/Network)
Your printer will be connected to the computer in one of two ways. If it is plugged into the socket marked "RS423", usually at the back of the computer, then "Connection" should be set to "Serial" (see also "Baud Rate" below). If it is plugged into the socket marked "Printer", usually underneath the computer, then "Connection" should be set to "Parallel". (Network users see below.)

Printer Server (1 . . . 254)
This is only relevant if you are using a network. Network users should set "Connection" to "Network" and "Printer Server" to the number of a suitable Printer Server (your Network Manager will be able to provide this information).

Baud Rate (1 . . . 7) [*fx8]
This is only relevant if you are using a serial printer. You should set this to the number you usually use in the *fx8,n command (see your printer's technical manual for further details).

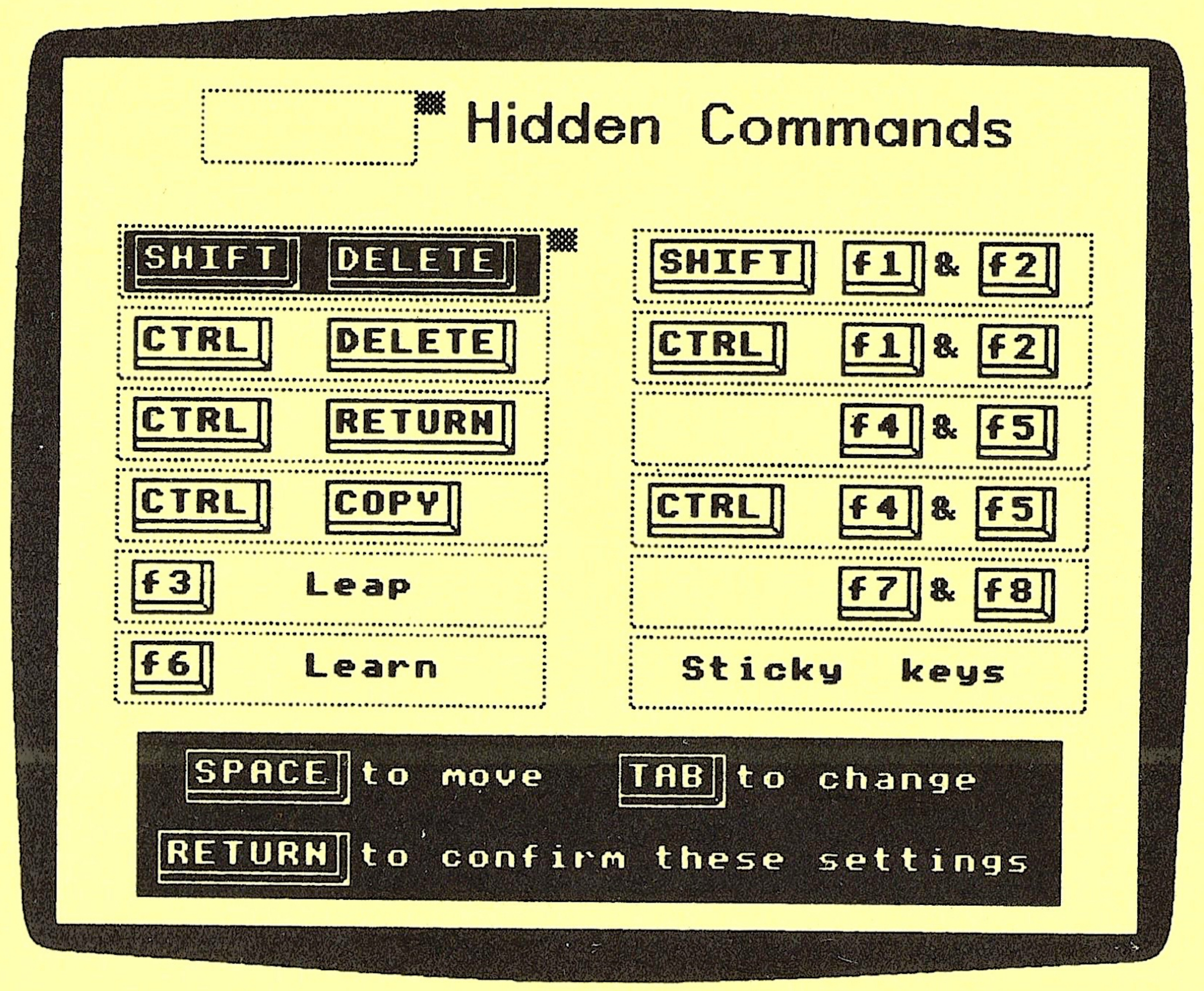
Optimisation (On/Off)
If, when you are printing in the large size, you find that the sticks of b's and d's are displaced to one side, you should set "Optimisation" to "Off". Printing will be considerably faster with the "Optimisation" set to "On" if your printer will cope with it!

Hide Commands

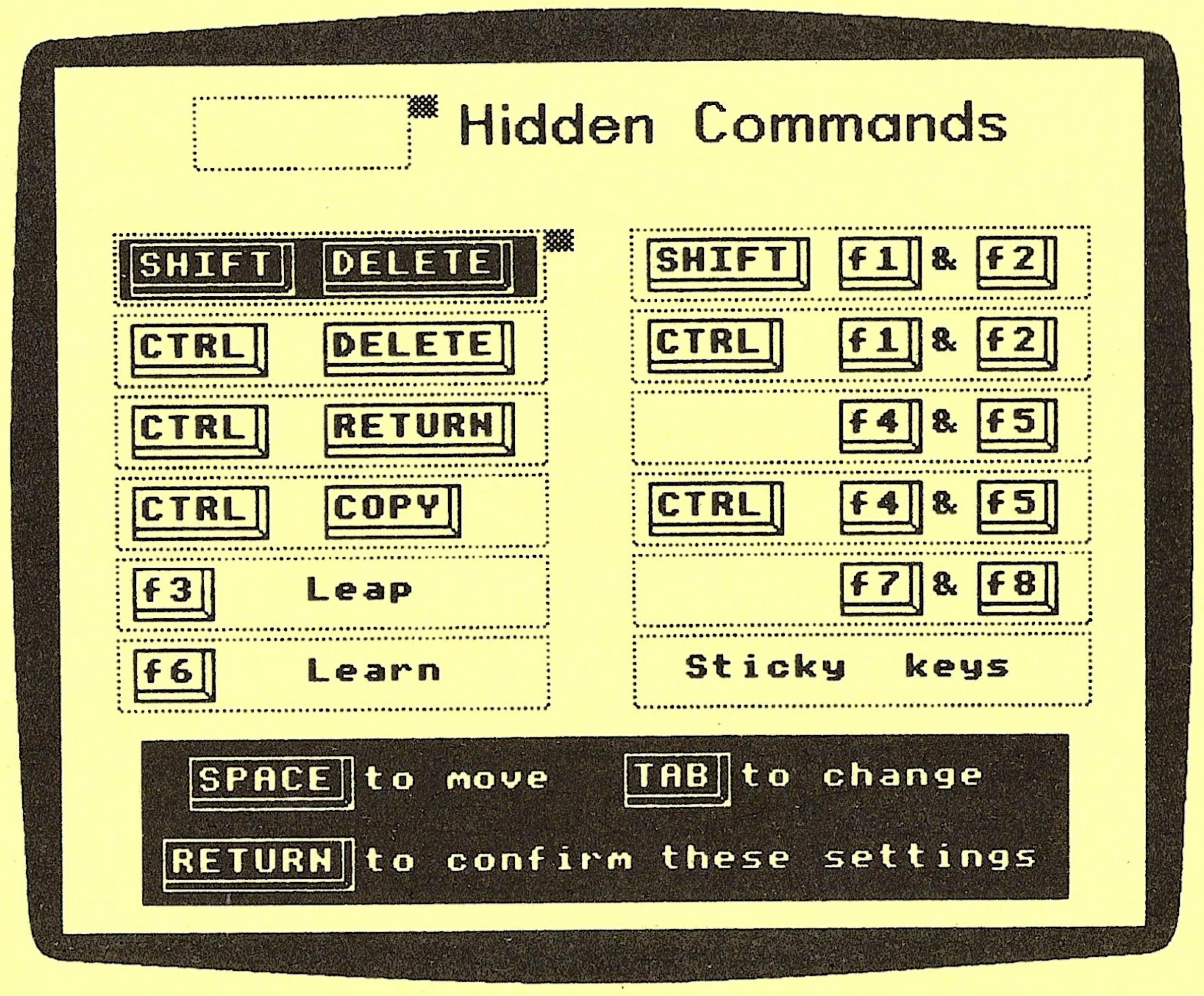


To simplify Folio for a novice user by hiding some of the commands, press [H] from the Option screen.

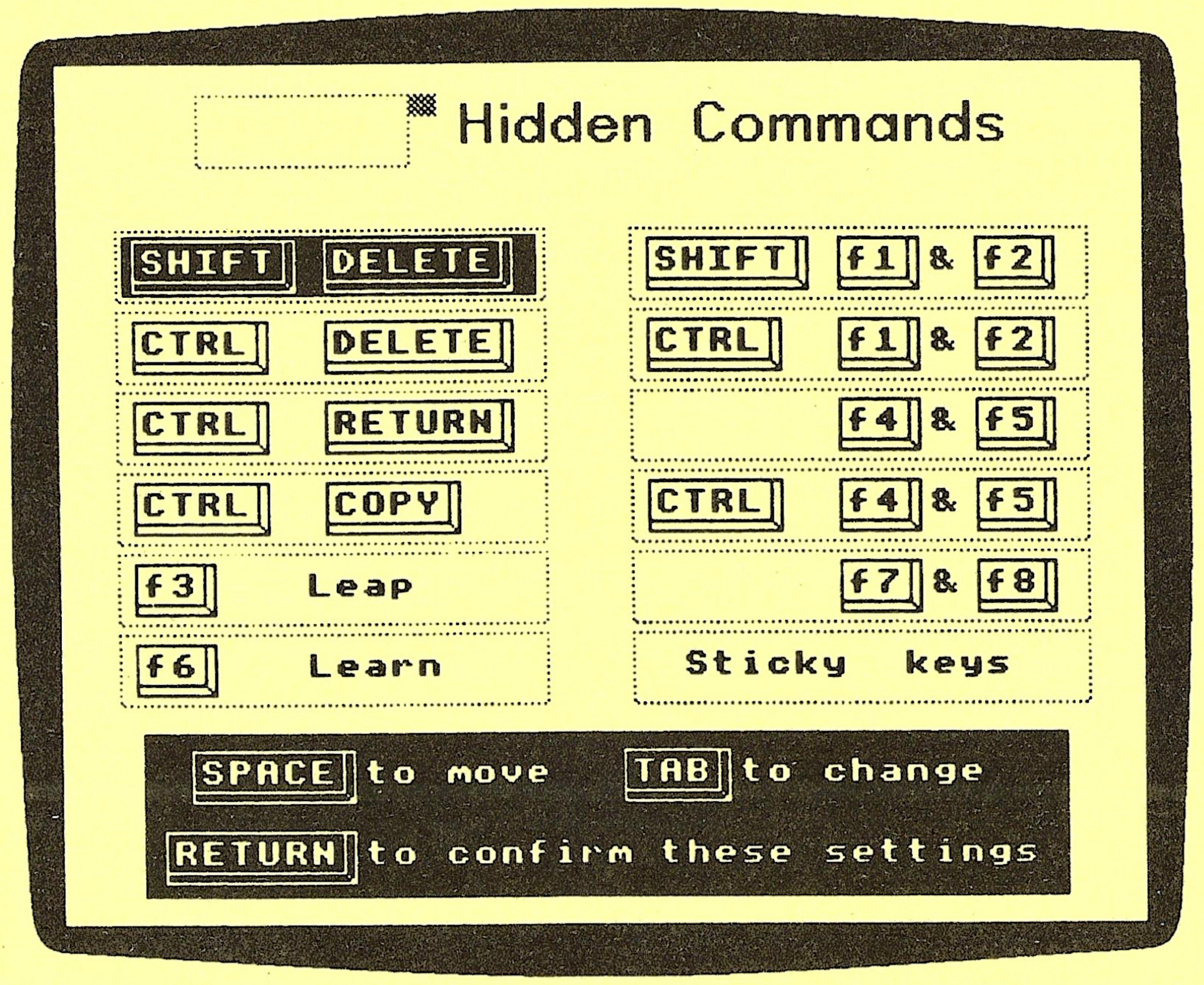
Press [H]



To return to the Option screen leaving the settings unchanged press [RETURN].



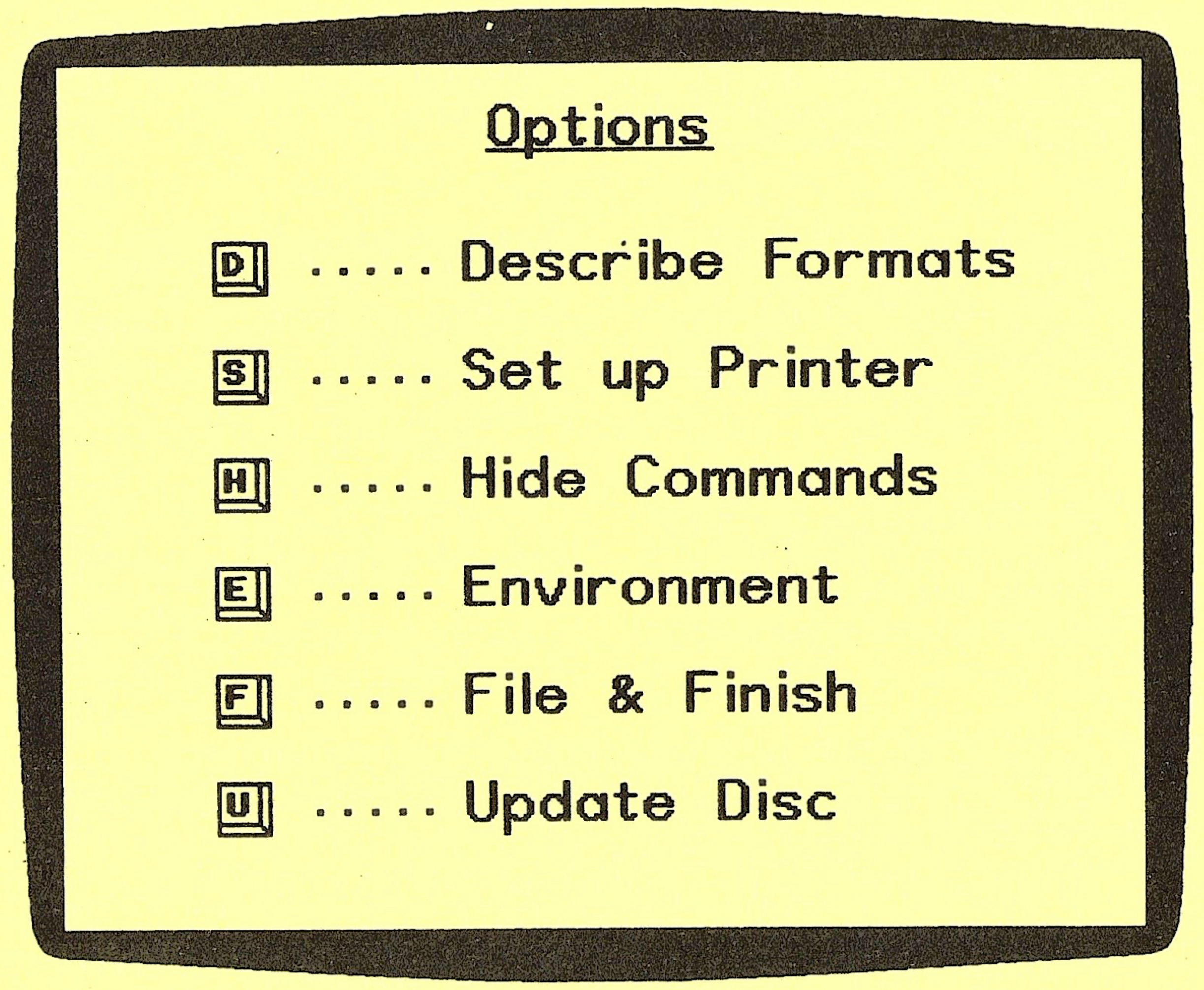
A command is hidden when the flag is shown to the right of its box, as in *Shift Delete* above. Pressing TAB will switch between "hidden" and "active" for the highlighted box. For example, with the screen set up as illustrated above, pressing TAB would make *Shift Delete* active as shown below.



SPACE is used to move the highlight between the different boxes, any of which may then be changed by pressing TAB.

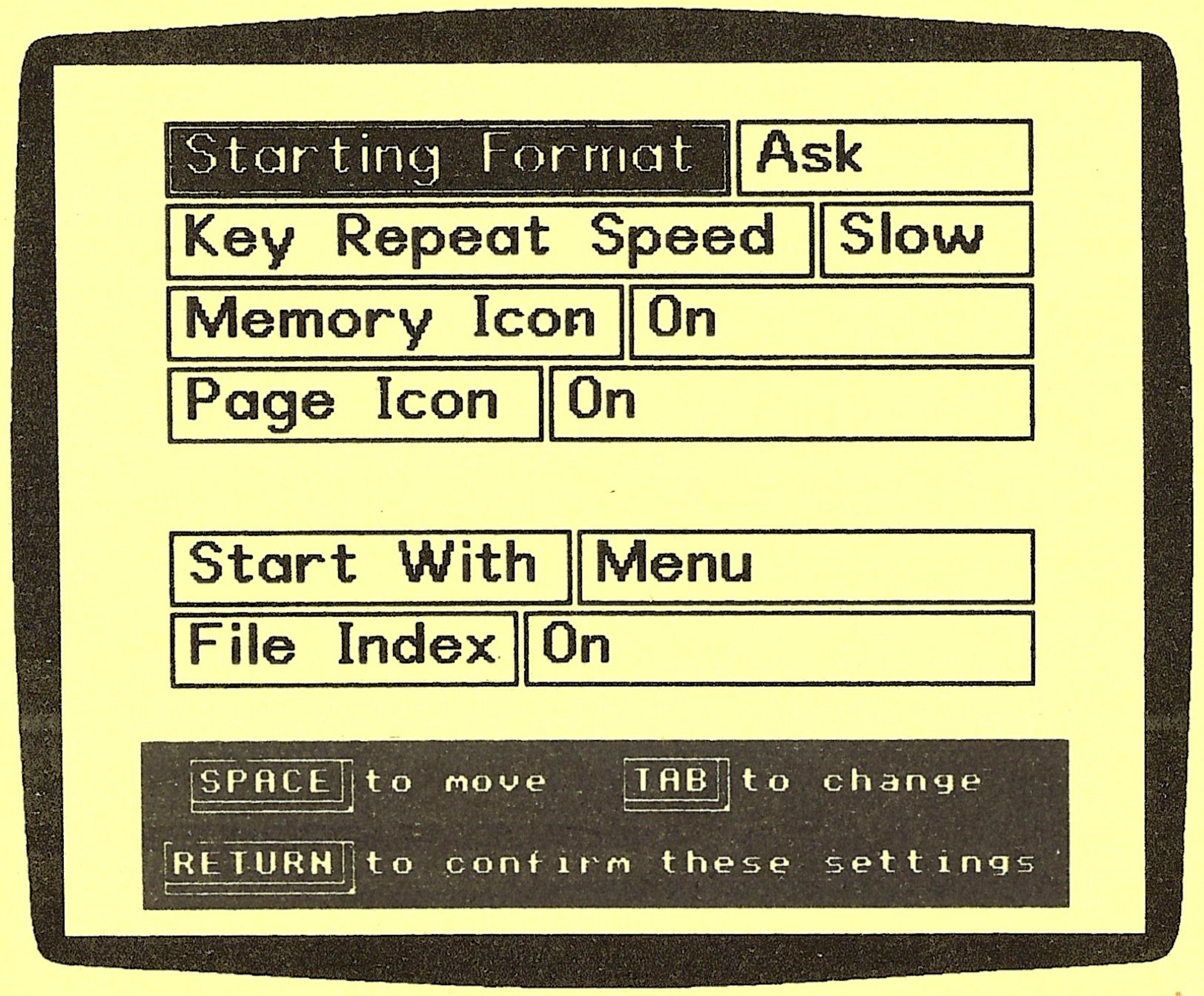
To return to the Option screen press RETURN.

SHIFT DELETE	delete character to right of the pen
CTRL DELETE	delete current line
CTRL RETURN	insert line above current line
CTRL COPY	single page printing
f3 **Leap**	interactive search
f6 **Learn**	repeat a series of key strokes
SHIFT f1 & f2	**look up/look down** 6 lines
CTRL f1 & f2	**look up/look down** 1 page
f4 & f5	**top/bottom** of current page
CTRL f4 & f5	**top/bottom** of document
f7 & f8	**split/join** current line
Sticky keys	hold SHIFT / CTRL for one key press



To set up an environment suitable for your application, press E from the Option Screen.

Press E



To return to the Option screen leaving the settings unchanged press RETURN.

Environments are useful when introducing new users to Folio. For example, someone who is familiar with Folio can set up the Environment to skip the Menu and automatically select a suitable format. By using **Update Disc** (see pp. 60–61) a disc with this Environment can be prepared for the inexperienced user. Other Environment options allow you to configure Folio to suit your individual preferences.

A summary of the various aspects of Folio's environment is given below (see also Hide Commands pp. 51–53).

Starting Format (1/2/3/Ask)
The Current Format controls things like how many lines there are to a page and the shape and size of the letters used to print your work (see **Text Format** pp. 43–44). When the Starting Format is set to a number, the Text Format screen is skipped and format 1, 2 or 3 is selected automatically. Setting this to "Ask" would result in the Text Format screen being presented whenever you press W from the Menu screen with the memory empty. (Note that even with this set to a number it is possible to change the format at any time by requesting the Text Format screen (see pp. 43–44).

Start With (Menu/Write/Animator/Overlay)
This option controls which part of the program is presented when Folio is started up, usually by using SHIFT BREAK (see p. 2). For example, setting this to "Write" and updating the disc (pp. 60–61) allows you to set up a system which skips the Menu. The alternatives are:

Menu	start by presenting the Menu screen (see p. 2)
Write	skip the Menu ready to start writing (see pp. 3–24)
Animator	skip the Menu and run the Animator (see pp. 72–74)
Overlay	skip the Menu and go to Install Overlay (see p. 63)

Key Repeat Speed (Off/Slow/Fast)
This allows you to control the key repeat speed.

Memory Icon (On/Off) and **Page Icon** (On/Off)
You may consider the icons on the Write screen (see pp. 4–5) to be distracting or unnecessary for your particular application. These options allow you to switch them off.

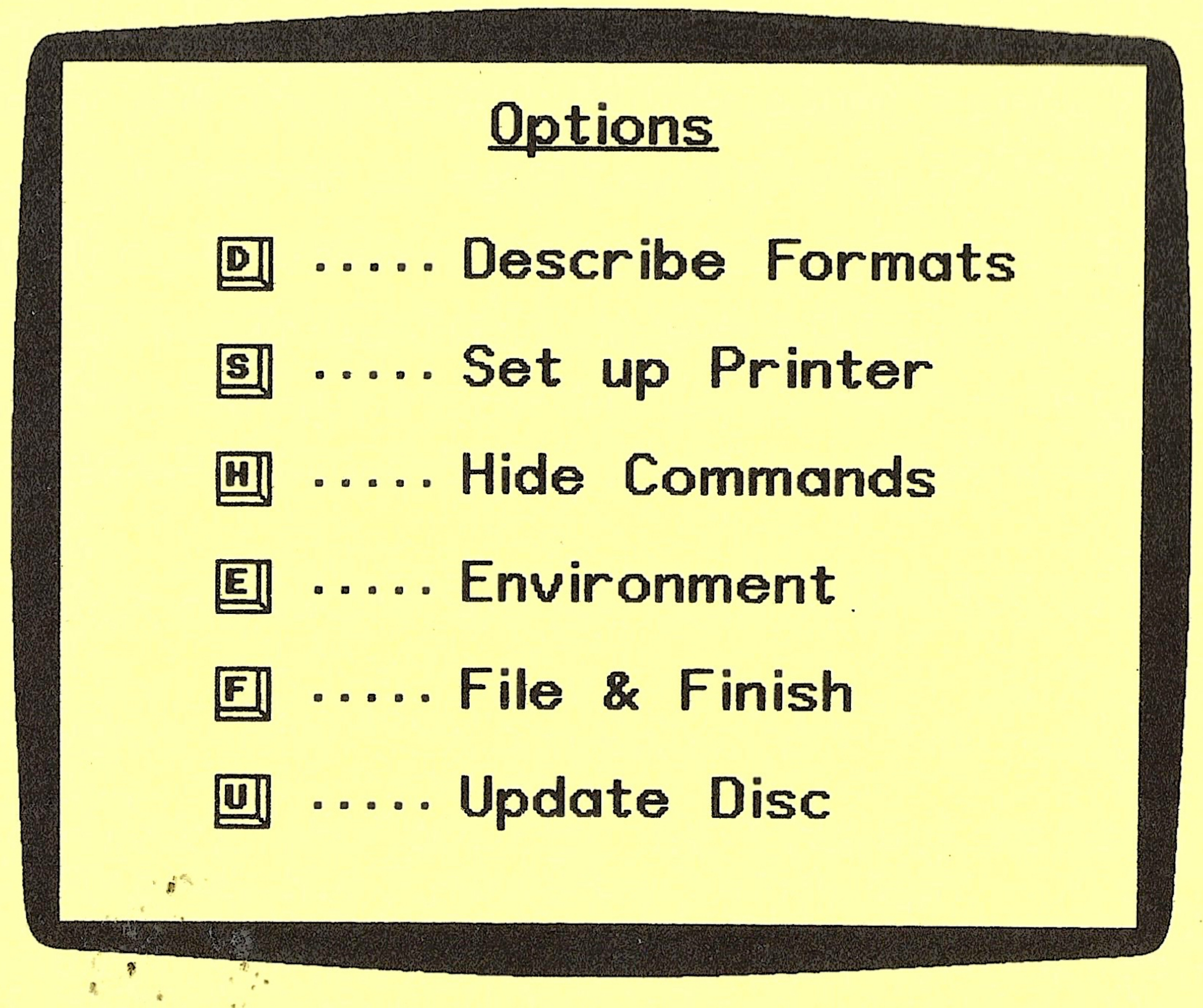
File Index (On/Off)
Whenever Folio asks you to enter a file name, you can press TAB to see an index of suitable files (see Portfolio p. 30). For some applications you may prefer not to allow users to see this index. Setting "File Index" to "Off" will achieve this.

Very Technical Note
It is possible to create text files which have their own environment. Internally, Folio has two environments, the system's environment and the file's environment. Which one of these is used depends on the setting of **File & Finish** "Save text file with: Environment" (see pp. 57–59). If this option is set to "Yes", then the file's environment will be used and saved with the text. The system's environment is always restored when the memory is emptied except in one case. When a file is loaded which has its own environment, updating the the disc will make the file's environment permanent. This allows files to be used to store commonly used environments. The following example illustrates the use of this.

Text files containing exercises may rely on certain commands being available. For example, we could prepare a piece of text to illustrate the **leap** command. If we are to use this as an exercise, then we must ensure that the **leap** command is not hidden from the user (see pp. 51–53). To do this we save a suitable environment with the text file as follows:

(1) Request Folio to save the Environment with the text.
CTRL O from the Menu screen selects the Options from where we press F to select File & Finish. To create this special file we set "Save text file with: Environment" to "Yes".
(2) Set up a suitable environment.
Any changes we make to the "Environment" and "Hide Commands" options will only affect this file's environment.
(3) Return to the Menu and save the text in the normal way.
This will save the text with the environment you have created and set "Save text file with: Environment" to "No". This ensures that environments are not saved unintentionally.

Anyone loading this file will have the environment set up in (2) above while they are working on the file, irrespective of the way that they have set up their disc. Anyone wishing to set up their disc with this new environment can load the file and update the disc (see pp. 60–61).



To create one of Folio's special files or link Folio to other menu systems, press F from the Option screen.

Press F

To return to the Option screen leaving the settings unchanged press RETURN.

Save Pen Position (Yes/No)
Sometimes it may be useful to create a text file containing some exercises which will load with the pen in a certain position. Alternatively, you may prefer the pen to remain where you left it whenever you save a file. These facilities are provided by "Save Pen Position".

Yes – when a file is loaded the pen is positioned where it was left.
No – when a file is loaded the pen is moved to the start of the first line.

Save Environment (always set to "No" whenever the memory is emptied)
For a description of Folio's possible environments and an example of their use, see pp. 54–56. If you find that you use several different environments you may find it useful to save them as files on a disc. Changing environments can then be done by simply loading the chosen file and using **Update Disc** (see pp. 60–61). To create a file which saves the current environment, set "Environment" to "Yes", write a description using Write and save the file using Save from the Menu (this then resets "Save Environment" to "No").

Yes – the status of the Hide Commands and Environment sections is added to the file when the current text is saved.

Save Formats (always set to "No" whenever the memory is emptied)
This section assumes an understanding of Folio's Current Format (see p. 44), and the Named Formats (see **Describe Formats** pp. 46–48).

Whenever you save your work, the Current Format is always saved with the text, so that when it is loaded again it looks exactly the same as when you created it. The "Save Formats" option allows you to save the three named formats in addition to the Current Format. This is useful if you find that you use more than three different formats for your work, as this facility allows you to save them as files on a disc. The following example illustrates this.

Suppose that we are about to begin work on an adventure game for which we will use Folio as a means of recording a Diary, a Daily Log of the objects we find, as well as creative writing. To help us do this we will create three formats suited to these activities and update the disc so that we are offered the choice automatically. Before doing this, however, it would be useful to save the three named formats which we are using at the moment. This is achieved as follows:

(1) Use "Write" to make a note of what the three formats have been used for.
For example, type "Formats provided on the Release Disc" and return to the Menu.
(2) Request Folio to save the Formats with the text.
[CTRL] [O] takes us to the option screen where we can select "File & Finish" by pressing [F], Set "Save text with: Formats" to "Yes" and return to the Menu.
(3) Save the text in the normal way (for example, as "Format1").
This will save the text with the three named formats you have been using and set "Save text file with: Formats" to "No". This ensures that named formats are not saved unintentionally.

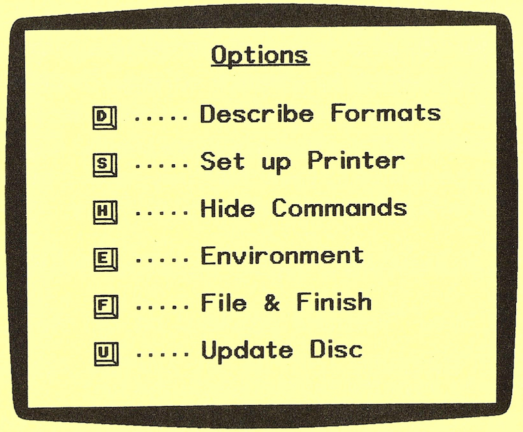
Having saved the present settings of the three named formats, we can now use Describe Formats to set up three new ones and update the disc with the new settings (see p. 48 for an example of this).

At the end of the adventure game project we can restore the original named formats by loading the file created in (3) above and updating the disc (see pp. 60–61).

Yes – the full description of all three formats, including names, is added to the file when the current text is saved.

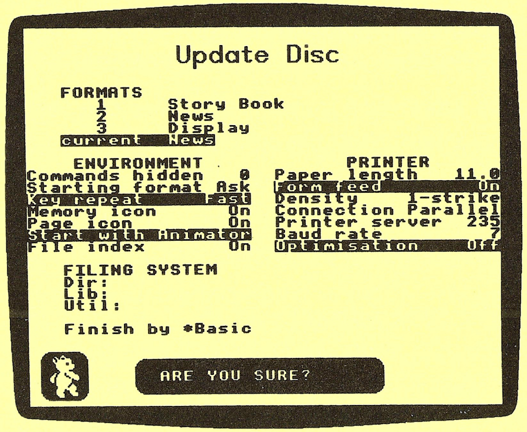
Finish By (*BASIC/*Exec !Boot)
Folio will normally return to BASIC when Finish is selected from the menu. However, this may be changed to allow for the integration of Folio into other menu systems by altering this setting. (See the appropriate filing system manual for details of the use of !boot files).

*BASIC – returns to BASIC
*Exec !Boot – allows Folio to be incorporated into other menu systems.



To save any changes to the configuration you will need to update the disc by pressing U from the Option screen.

Press U



To update the disc type Y E S then press RETURN.

(Note that changes in the configuration are highlighted.)

Very Technical Note

The configuration of Folio is stored as part of the "F" file on the disc. As this file is also used to start Folio, it is possible to have a number of different configurations on the same disc by duplicating this file. For example, after configuring the disc with a simple environment and three simple named formats the "F" file could be renamed as "Junior" and the original "F" file on the "Master Disc" copied across onto this disc. There are now two ways to start Folio on this disc. Typing "*Junior" will set up Folio with the simple environment and formats whereas typing "*F" will set up Folio using the Master Disc's configuration (as the "F" file was copied from the Master Disc). The Update Disc facility always changes the settings in the "F" file. Consequently, if Folio was started by typing "*Junior", Update Disc would highlight the differences between the configurations in the "Junior" file and the "F" file. Answering "YES" to the confirmation prompt would write the "F" file (in this example, the "F" and "Junior" files would now be the same).

When the "F" file is written to disc, an initial attempt will be made to write to the directory known as "Lib" (see **Directories** pp. 83–84). If this fails then the "Dir" directory will be used. It is possible to use this to easily maintain two copies of the file by making "Dir" and "Lib" use different areas. Also locking the "Lib" copy of "F" would cause Update Disc to use the "Dir" copy. Naturally, it is possible to change the "Dir" and "Lib" areas and maintain any number of "F" files, but this is probably not worth the effort.

Keyboard Overlay

Control Menu

[T] ..... Text Format
[O] ..... Options
[K] ..... Keyboard Overlay
[A] ..... Animator
[D] ..... Disc Management
[U] ..... Utilities

Folio can use a Star Concept Keyboard to enter words, phrases or commands directly. To access the Keyboard Overlay facilities, press [K] from the Control Menu.

Press [K]

Keyboard Overlay

[I] .... Install
[R] .... Remove
[M] .... Make
[E] .... Edit

To return to the Menu press [RETURN].

Install

To use an overlay keyboard with Folio you will need to use an overlay file that defines the functions of the keyboard. Some example files are provided on the release disc, and in addition, Prompt 2 and Prompt 3 files can be imported by using the Import facility (see **Disc Management** pp. 75–85).

Keyboard Overlay

[I] .... Install
[R] .... Remove
[M] .... Make
[E] .... Edit

To install an overlay file, press [I] from the Keyboard Overlay screen.

Press [I]

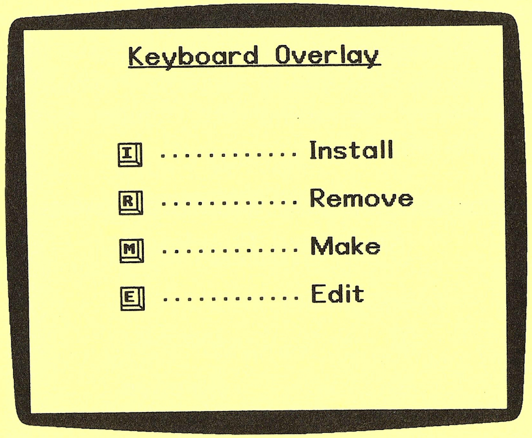
Install Overlay

What is the overlay called?

ShopsA_

Enter the name of the file and press [RETURN] or use the portfolio by pressing [TAB] (see p. 30).

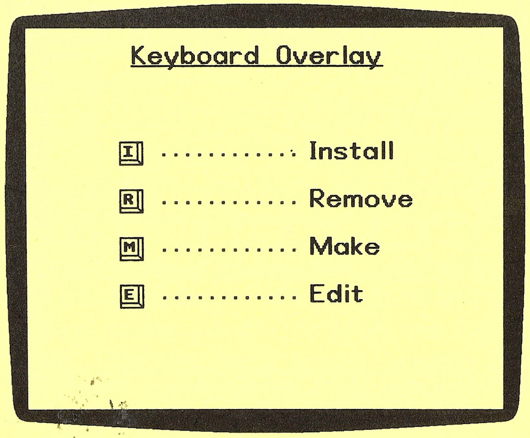
Remove



An overlay file that has been installed remains installed until it is removed by pressing **R** from the keyboard overlay screen. With an overlay installed the amount of memory available for writing is reduced. This is only recovered by removing the overlay.

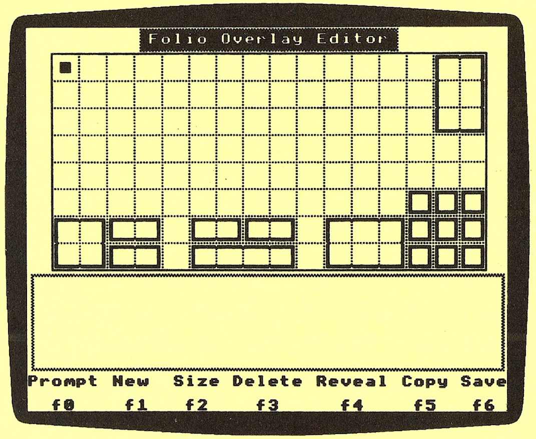
Press **R**

Make

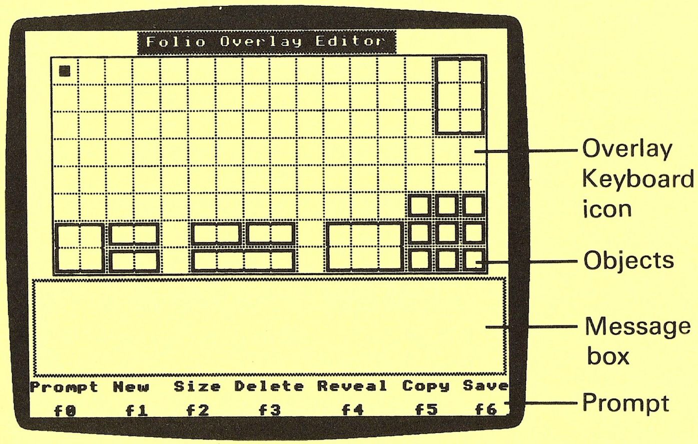


To make an Overlay file, press **M** from the keyboard overlay screen.

Press **M**



To return to the Menu press **ESCAPE**.



There are two classes of overlay keyboard, one with 128 squares and one with 256 squares. Pressing CTRL S switches between these two sizes.

Note: within this section of the manual, the word "board" refers to an overlay keyboard, such as the Concept Keyboard.

An overlay is a collection of "objects" placed at various positions on the board. Each object contains a "message" which can be a Folio command, a single letter or a collection of letters or words up to 254 letters long. Objects cover rectangular areas of the board, covering one or more board squares, and display the message they contain when any square covered by the object is pressed. In the overlay editor these messages are displayed in the "message box". In Folio the message would be entered exactly as if you had typed it in letter by letter.

Making an overlay involves creating objects and typing in the messages you want them to contain. Facilities are provided to create new objects (f1), change their size (f2), delete ones that are no longer required (f3) and move them around the board (SHIFT arrows). The Overlay can then be saved by pressing f6.

The "cursor" marks the position on the board where the various commands will have an effect. The cursor can be moved in two ways: If you have an overlay board connected, pressing one of the squares will move the cursor directly to the corresponding position on the screen icon. Alternatively, the arrow keys on the computer keyboard may be used to move the cursor one step at a time, in any direction. When the cursor moves onto an object, it is highlighted and the "message box"

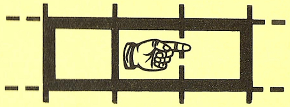
displays the message it contains. An object highlighted in this way is referred to as the "current object" in the following sections.

Creating a new object (f1)

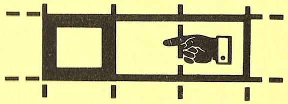
The only restriction in creating new objects is that they must not overlap the ones already placed on the board. For example, pressing f1 when the cursor is already on an object will have no effect, as you cannot create an object on top of the one that is already there!

To create an object, move the cursor onto the square which you want to become the top left hand corner of the new object and press f1. This fixes the top left hand corner at this position and initiates "sizing". Whenever the object is flashing, as it is now, moving the cursor will stretch or shrink the object. This is summarised below.

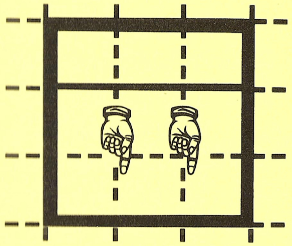
With the top left hand corner remaining in a fixed position:



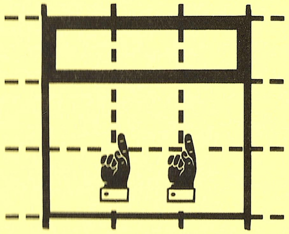
Moving the cursor to the right will stretch the object until either it bumps into another one, or else it reaches the right hand edge of the board.



Moving the cursor to the left will shrink the object until it becomes only one square wide.



Moving the cursor down will stretch the object until either it bumps into another one, or else it reaches the bottom edge of the board.



Moving the cursor up will shrink the object until it becomes only one square high.

When the object is the desired size, press RETURN to continue.

Sizing the object (f2)

The size of any object on the board can be changed. Move the cursor onto the object and press f2. This will initiate sizing, which is explained in the diagrams on the previous page.

Deleting an object (f3)

The current object can be deleted by pressing f3. This also deletes the message it contains unless another object uses the same message (see copying messages below).

Moving an object (SHIFTed arrow keys)

After you have created an object, you may find that the top left hand corner is in the wrong place. To remedy this you could either delete the object (by pressing RETURN followed by f3) or move it. This function is most useful when editing overlays. For an example of this see **Edit** pp. 70–71.

Objects can be moved in any direction by holding down SHIFT and pressing the appropriate arrow key. When there is an object blocking the way or you reach the edge of the board, a "beep" will indicate that the move is not possible.

Functions for manipulating messages

Editing the message

When the cursor moves onto an object, the message box will display the object's message. This can be changed by typing on the computer keyboard in the usual way. (DELETE will remove a character and CTRL DELETE will remove the message completely.) If other objects use the same message, they will also be highlighted (changing this message will also affect them).

Revealing empty objects

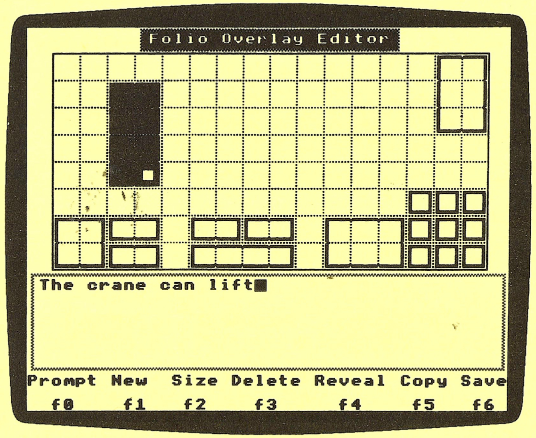
Sometimes it may be useful to create all the objects first and type in the messages afterwards. Pressing f4 will highlight all the objects that have been missed.

Finding messages

The prompt window below the message box can be made to display the messages used on the overlay. Pressing TAB changes the message displayed to the next one in the list. Pressing f0 will return the function key prompt.

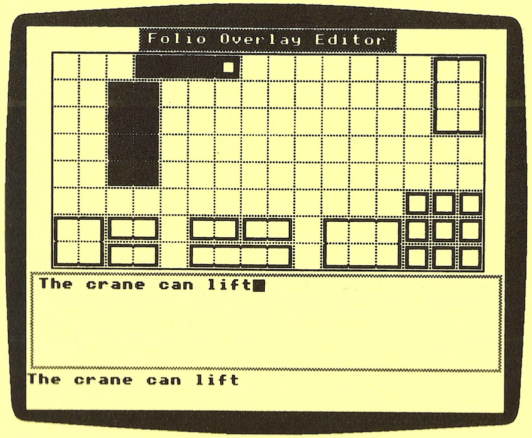
Copying messages

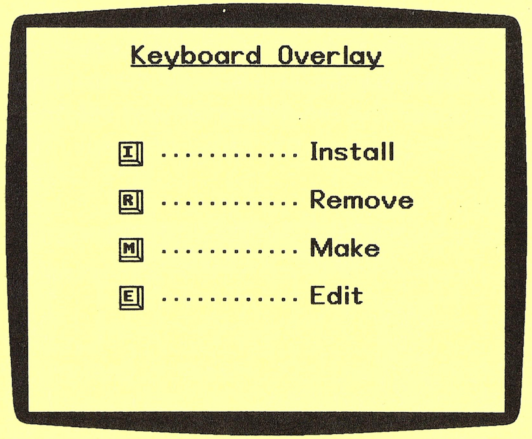
Sometimes you may want an area of the keyboard which is not rectangular to produce a particular message. To do this we can create enough objects to cover the required area and use the Copy function (f5) to make them all produce the same message. This is illustrated below.



We create the first object in the normal way and type in our message.

Then we create the next object, but instead of typing the message again, we copy the one we have just typed. This involves two steps: Finding the message that we want to copy (see **"Finding messages"** opposite), and pressing f5 to copy it into this object.

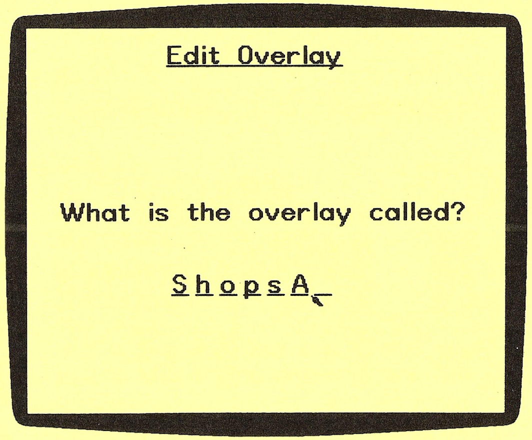


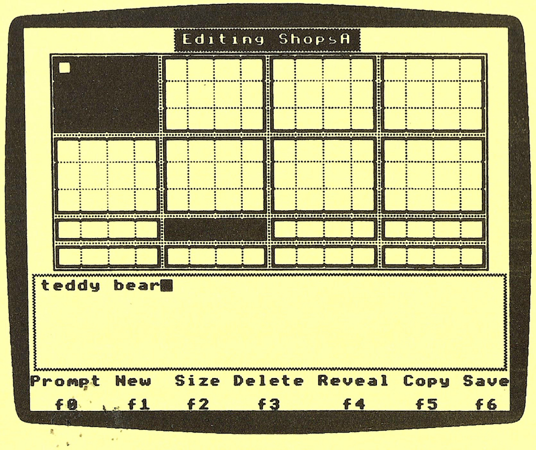


To Edit an overlay file, press E from the Keyboard Overlay screen.

Press E

Enter the name of up to seven letters that was used to save the overlay and then press RETURN. To view the portfolio of files available press TAB (see p. 30 for further details).



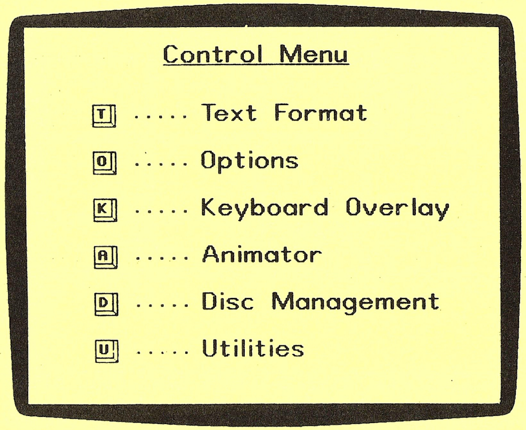


Full details of the commands available in the editor are given in the previous section (see **Make** pp. 65–69).

Editing overlays is useful for two reasons: to correct or modify an existing overlay and as a way of creating an overlay "just like the one I used for . . .". An example is given below to illustrate how we can use the object structure of an existing overlay.

We are about to start a topic on animals and want to create an overlay which uses the same layout as "ShopsA" which we have been using recently. Rather than recreate the same structure using Make, we will use Edit to pick up the ShopsA overlay and press f9 (Clone). This has no effect on the ShopsA overlay which we will still be able to use as before. Cloning allows us to produce another overlay which uses the same layout as the one we are editing. All that remains is to type in the messages we want the new overlay to use and save it using a different name, for example, "Animals".

Other powerful editing facilities are provided to allow an existing structure to be modified easily. These facilities are often more easily controlled from the computer keyboard by using the arrow keys. For example, any objects which are not required in the new structure can be deleted by pressing f3. The remaining objects can be moved around by holding down shift and using the arrow keys. Additional objects can be created and sized by using f1. Existing objects can be resized by using f2.



To use the letter formation part of Folio, press [A] from the Control Menu screen.

Press [A]

The Animator program provided with the system is intended as a demonstration of how to use one of the Folio character sets from BASIC. What follows is a technical description of this interface based around the demonstration program provided.

Selecting the Animator by pressing [A] from the Control menu screen (or using **Start With**, see pp. 54–56) loads a machine code module which calls BASIC and CHAIN's the program called "aMenu" in the current directory. This maintains the Folio environment (for example, pressing [BREAK] would return to the Folio Menu), but other errors (such as escape) are left to BASIC.

This facility is provided for those users who may wish to add their own program into the Folio system. To write a program to run in the Folio environment, the value of PAGE must not be moved below &2300. To use the facilities provided by the BASIC interface, PAGE cannot be moved at all. To return to Folio from the BASIC program, issue the "*F" command.

It is also possible to use the BASIC interface from outside the Folio environment. For example, to run a BASIC program called "Demo" we

could either type "*A Demo" or CHAIN "Demo" with the Animator already active. Typing *A by itself will attempt to chain a program called "aMenu".

The facilities offered by Version 0.9 of the BASIC interface are summarized below. Tedimen Software welcome suggestions of other facilities which users would find useful and will consider purchasing applications of the Animator which users have written.

Folio characters are written at the graphics cursor position. The size, shape and speed at which they are written are all controlled by a series of variables. Once these variables have been set, sending a VDU 5 will switch into "Folio mode". Any BASIC statement resulting in characters being printed, such as PRINT, INPUT, etc., will now use Folio characters and be printed at the graphics cursor position. (This also applies to any system using OSWRCH.) The printing of operating system characters at the graphics cursor is not possible.

Sending a VDU 4 will return to text mode which will print normal operating system characters at the text cursor.

Variables controlling the BASIC interface

Some of BASIC's "resident integer variables" are used to control the formation of the characters. These are initialized to the values shown in brackets beside each parameter. The graphics cursor position is not set by the Animator, it can be MOVEd in the normal way. X% and Y% are set to the graphics X and Y co-ordinates after the character(s) are printed. As letters are formed by taking steps in various directions there are a number of ways of controlling the size of the letters. The colours used as "ink" and "paper" are taken from the variables and not the current GCOL setting. It is possible to cause the screen to scroll by using the text cursor. An example of this is shown in the program.

M% (2) Magnification
Controls the overall size of the letters by repeating the step n times.

W% (4) Width
Controls the width of the letters by varying the X step size.

H% (4) Height
Controls the height of the letters by varying the Y step size.

G% (2) Inter Character Gap
Controls the number of pixels between the characters.

O% (0) Orientation
It is possible to write in any of the four directions.

Left to Right	0
Right to Left	4
Top to Bottom	6
Bottom to Top	2

N% (46) Nib
The shape placed on the screen after each step is an operating system character. This contains its ASCII value. VDU 23 can be used to program a particular shape with some interesting effects.

P% (1) Double plot
To see the nib when the character is forming, it is possible to plot the nib in the background colour before plotting in the foreground colour. This is done when P% is not zero.

S% (1) Line speed
Controls the speed of drawing the letters. O is the fastest as this number is the number of 50ths of a second delay between steps.

D% (5) Stroke Delay
A character is made up of a series of "pen strokes". This controls the length of the pause between strokes in 50ths of a second.

Z(%) (64) Scroll Zero Position
When the Y co-ordinate moves below this value, the screen is scrolled by an appropriate number of pixels if the text cursor has been correctly positioned.

F(%) (1) Foreground Colour
The colour used as "ink".

B% (0) Background Colour
The colour used by DELETE and the double plot option.

L% (2) Line spacing
Controls the number of steps between lines.

Disc Management

Control Menu

T ..... Text Format
O ..... Options
K ..... Keyboard Overlay
A ..... Animator
D ..... Disc Management
U ..... Utilities

To perform disc management functions like deleting files or creating new discs, press D from the Control Menu screen.

Press D

Disc Management

T ..... Text File: Delete
O ..... Overlay File: Delete
I ..... Import File
E ..... Export File
D ..... Directories
M ..... Make New Disc

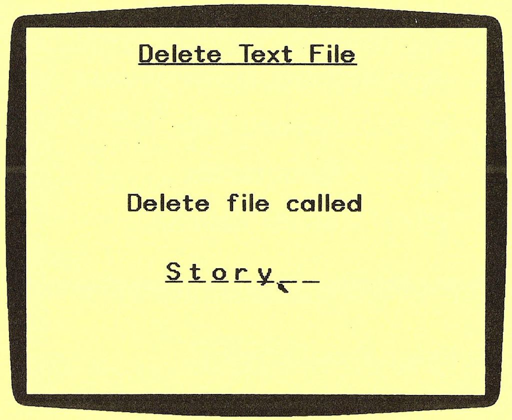
To return to Menu screen press RETURN.

Delete Text

To delete a text file from the disc, press T from the Disc Management screen.

Press T

Enter the name of up to seven letters that was used to save the work and then press RETURN. To view the portfolio of files available press TAB (see p. 30).

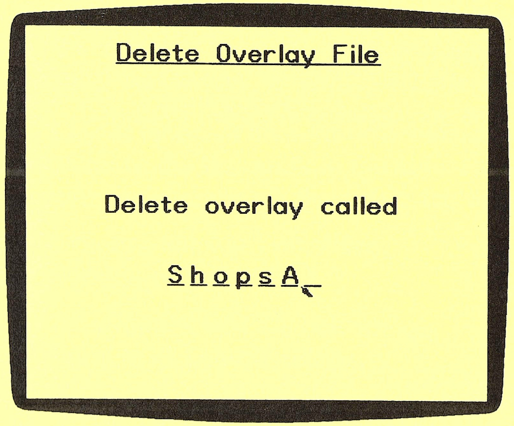


Delete Overlay

To delete an overlay file from the disc, press O from the Disc Management screen.

Press O

Enter the name of up to seven letters that was used to save the overlay and then press RETURN. To view the portfolio of files available press TAB (see p. 30).



To import a file from another program like Prompt, View or Wordwise, press [I] from the Disc Management screen..

Press [I]

The import facility is provided to allow the user to import text and overlay files into Folio. In order to cater for the wide range of present and future file formats, this is implemented as a series of BASIC programs which are easily modified for new applications. Selecting import from the Disc Management screen presents a Menu offering you the option of importing Prompt overlay files or ASCII text files from word processors such as View or Wordwise. Simple instructions on how to import files are included in these programs.

Technical Note

Pressing [I] from the Disc Management screen will perform a multi-directory search using the Directory strings (see **Directories** pp. 83–84) to find a BASIC program called "iMenu". If this is found then it will be CHAINed, maintaining the Folio environment with PAGE set to &2300. (The value of PAGE must not be moved below this value!) If "iMenu" is not found then "uMenu" will be used.

Overlay File Structure (Version 1.0)

A Concept Keyboard File consists of a header followed by at least 2 sections. Level 0 systems (text only) can interpret 2 sections. Level 1 systems (text and speech synthesis) can interpret 3 sections. Future systems may interpret other sections for which expansion bytes have been allocated. All sections are located by means of an offset pointer in the header block.

Header: (fixed size of 24 bytes)

The 24-byte header section gives information about the overall structure and contents of the file. It is built up as follows:

+&0:	1-byte	Format Version Identifier. For Version 1.0 this is set to 0.
	2-byte	Effective file length for Level 0 operation.
	2-byte	Effective file length for Level 1 operation.
		4 bytes reserved for future expansion.
+&9:	1-byte	String expansion control.
	1-byte	Speech system presence and type.
	1-byte	Miscellaneous control.
		3 bytes reserved here for future expansion.
+&f:	2-byte	Offset to the first entry in the object table.
	1-byte	Number of entries in the object table.
+&12:	2-byte	Offset to the first Text string.
	1-byte	Number of Text strings.
+&15:	2-byte	Offset to the first Speech string.
	1-byte	Number of Speech strings.

Import File

Section 1: Table of Structure Objects (located by the pointer at +&f).

This consists of a table of 4-byte objects, each of which defines a rectangular area on the Concept Keyboard, and the corresponding text string and speech string which is to be generated when any key within the rectangle is pressed. Each structure object consists of 4 bytes as follows:

<position byte> the leftmost, topmost key which is a part of the rectangle (i.e. the lowest key code).
<size byte> the number of *further* keys to be included.

The position and size bytes are both split into 4-bit nybbles, where the least significant 4 bits represent the x-dimension and the most significant 4 bits represent the y-dimension.

<text id byte> identifies one of up to 256 text strings.
<speech id byte> identifies one of up to 256 text strings.

Section 2: List of Text Strings (located by the pointer at +&12).

List of strings in counted format, length byte first. (Address of next string = Address of this string + this string's length + 1)

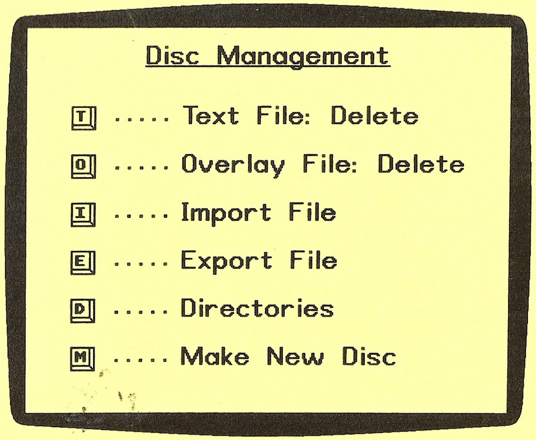
OPTIONAL:
Section 3: List of Speech Strings (located by the pointer at +&15)

List of strings, similar to the Text strings, except that the first element in the list is the "Speech Root String", which is appended to the front of all other speech strings before they are sent to their target destination (which is controlled by a byte in the header).

Text File Structure

See **Export File** pp. 81–82.

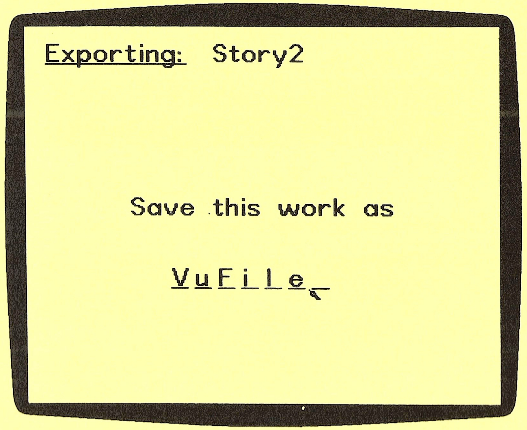
Export File



To export a Folio file as a simple text file-you must load the work in the normal way before using this facility. To save your work as a simple text file (for use by View or Wordwise, for example) press [E] from the Disc Management screen.

Press [E]

Enter a name of up to seven letters and then press [RETURN]. A simple ASCII text file will be created without any formatting information, which is suitable for other word processors.



Export File

Folio text files consist of a header block of fixed size, followed by a variable amount of delimited text.

Header Block (&a8 bytes)

+&0:	Version of Folio which created this file (0 for version 1.0)
+&1 . . &5:	File type
+&6,&7:	Pen position
+&8 . . &f:	Format information:
+&8	lines per page
+&9	layout
+&a	justification
+&b	font number
+&c . . &f	(reserved)
+&10 . . &a7:	Folio context when file was saved

Delimited text (variable length)
The text is delimited by two 2-byte markers as follows:

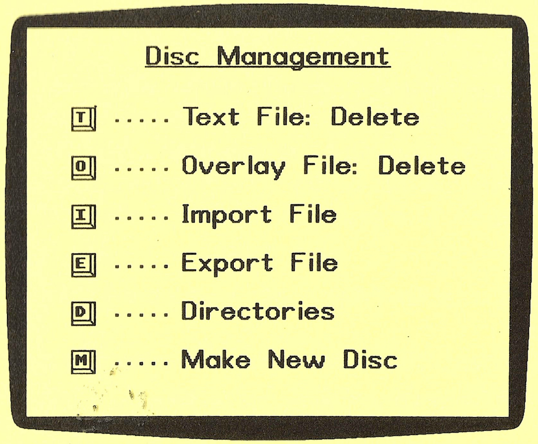
<&19><&19>. . .

ASCII character codes, where

b7 set	indicates an underlined character
&0e	represents a "soft" carriage return
&0d	represents a "hard" carriage return

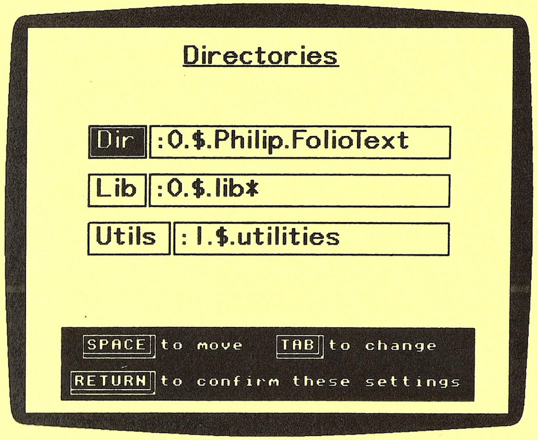
. . .<&1a><&1a>

Directories



To set the Directories which Folio uses, press D from the Disc Management screen.

Press D



To return to the Disc Management screen, leaving the settings unchanged, press RETURN.

Directories

The following technical note assumes a familiarity with the idea of a hierarchical filing system, such as the ADFS, NFS or ANFS.

Folio's file management system will allow some files to be placed in directories other than the currently selected directory. The three directory strings are used as a "search path". This means that if Folio fails to find a particular file in the first directory, it will look in the next directory, and so on. The exact behaviour for each type of file is given below.

On start up and across BREAK a "*lib" using the "Lib" string is given.

Folio system files: These are called by using the operating system star command facility. As a result, they may be in directory "Dir" or in the library of filing system in use. (On the Master series, they can exist on another filing system if "*Libfs" is used).

When the Editor is saved to disc, i.e. after any change to the text, it will save into "Dir", or, if that fails, "Lib".

When Update disc is used, the "F" file will be saved into "Lib", or, if that fails, "Dir".

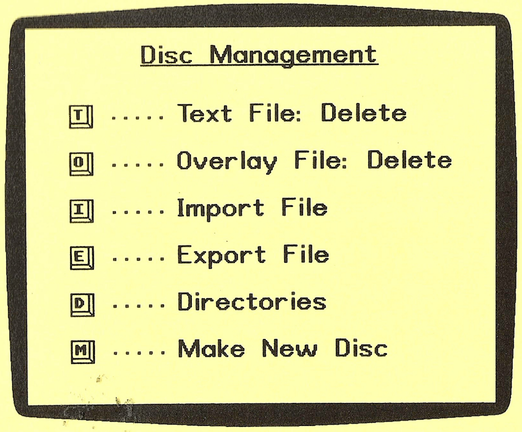
Text files: The load, save and delete search paths are "Dir", "Lib". One consequence of this is that the "Lib" directory can be used for "master files" which can be loaded, but not revised. In a Network environment, the directory assigned to "Lib" could contain exercises which all users could load but when they saved their text it would be put into their "Dir" directory.

Overlay files: The load, delete and edit (loading the file) search paths are "Dir", "Lib", "Utils". From the overlay editor, files are always saved into "Dir".

With the directory strings set, all directory management is done by Folio. For example, it would not be possible to use a "*dir" command before loading a text file because Folio would set the directory itself.

You can disable Folio's directory management system by clearing the "Dir", "Lib" and "Utils" strings. To do this press [TAB], [CTRL] [DELETE], followed by [RETURN]. Move the highlight onto each of the other strings and repeat the operation.

Make New Disc



To create another Folio work disc, press [M] from the Disc Management screen and follow the instructions given by the program.

Press [M]

Control Menu

- T ..... Text Format
- O ..... Options
- K ..... Keyboard Overlay
- A ..... Animator
- D ..... Disc Management
- U ..... Utilities

To use one of the Utilities provided, press [U] from the Control Menu.

Press [U]

The utilities entry is provided to allow the user to incorporate useful BASIC or machine code programs into the Folio environment. What follows is a technical description of the utilities entry and a discussion of the BASIC menu and print utility which are provided as example applications.

Pressing [U] from the Control Menu or [CTRL] [U] from the main Menu will perform a multi-directory search using the Directory strings (see **Directories** pp. 83–84) to find a BASIC program called "uMenu". If this is found then it will be CHAINed, maintaining the Folio environment with PAGE set to &2300. (The value of PAGE must not be moved below this value!)

The "uMenu" program which is provided, is a simple menu designed to run BASIC programs found on the disc (see opposite page). Replacing "uMenu" by another BASIC program or extending the one provided is a simple way to incorporate programs into the Folio environment. An example of a useful program would be the disc formatting program you use. Modifications to the menu program could include access to ROM based utilities or other word processors like View or Wordwise.

You can return to Folio either by pressing [BREAK] or by giving the "*F" command (the program should do this if [ESCAPE] is pressed.)

The print utility is a machine code module, controlled in a similar way to the **Animator** (see pp. 72–74), which gives BASIC access to the Folio printing system. The print utility can be used to print a full page width in a wider range of fonts and sizes than is possible to represent within the Folio word processor without compromising the WYSIWYG principle. Technical documentation for the print utility will be available from Tedimen Software, price and availability on application.

The application program provided as "PrUtil2" can be used to print your text using the full width of the page, or in one of a number of different shapes. Although the program is only intended as a demonstration, the user interface has been kept simple to allow even novice users to see what is possible.

The shapes used in PrUtil2 are generated in two different ways. The circle and the wave use a procedure which calculates the changing indent, column width and line spacing using sine and cosine functions. There is a parameter in the procedure to allow simple manipulation of how the text lines cut the circle.

The other shapes are controlled by data statement triplets of <indent>, <column width > and <line spacing> for each of the 15 lines of the shape. This procedure is easily extended or modified by changing the DATA statements.

PrUtil2 has been designed to print files from other word processors as well as Folio. The input stream is filtered of control characters including common end of line sequences like <13><10> in an effort to sensibly split the text into paragraphs. This is the section of code which is skipped when printing a Folio file (i.e. when a% = &F).

The print utility machine code module is the file called "U" on the disc which loads at &2300, preserving the Folio environment. However, the module can be used outside the Folio environment in a similar way to the Animator. The interface to the module is by OSWRCH interception of the "send codes to printer" mode initiated from BASIC by "VDU 2". Consequently, BASIC programs which do not use any of the resident integer variables or zero page locations &70-&8F can use the print utility transparently.

Utilities

You can even list your programs in proportionally spaced Folio characters by installing the print utility before typing-

LIST
[CTRL] [B]
[RETURN]

Codes can be sent to the printer, bypassing the print utility using the VDU 1,c convention.

A brief summary of the variables is given below:

A%	justification initial increment
B%	justification general increment
C%	column width
D%	print density
E%	reserved
F%	font handle
G%	character gap
H%	character height
I%	indent
J%	justification type
K%	kilter
L%	line spacing
M%	reserved
N%	line number
O%	optimisation
P%	pattern 1
Q%	pattern 2
R%	reverse feed
S%	space size
T%	typeface indirection for S,G,A,B
U%	reserved
V%	vertical feed requests
W%	character width
X%	current x position
Y%	current y position
Z%	zero gravity

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